



# GOOSEBERRY HILL PRIMARY SCHOOL

## PARENT INFORMATION BOOKLET



24 Ledger Road GOOSEBERRY HILL WA 6076

Telephone: 08 9257 4600

Email: [GooseberryHill.PS@education.wa.edu.au](mailto:GooseberryHill.PS@education.wa.edu.au)

Website: <http://www.ghps.com.au>

# GENERAL INFORMATION

Gooseberry Hill Primary School is an Independent Public School. The school has been established for 50 years and during this time has created an enviable record of being a nurturing school, committed to excellence and supported by a caring community. It has an excellent reputation for its Arts Program, both visual and musical.

The school has had a long term commitment to preserving and exploring its distinctive hills environment. The school community is involved in a range of environmental programs.

This booklet aims to provide parents with information about our school and how it operates. Regular newsletters on Wednesdays, weekly Friday reminders and the school diary will also keep parents informed of school activities. A copy of this booklet and other information you may need throughout the year (newsletters, permission slips, etc.) can be found on our website or on CONNECT.

## ADMINISTRATION

Principal	Matthew Snell
Deputy Principals	Natalie Scott Leah Andrews
Manager Corporate Services	Stacey Conway
Corporate Services Officers	Jenny Avila Diane Walker
Telephone	08 9257 4600
Email	GooseberryHill.PS@education.wa.edu.au
Website	<a href="http://www.ghps.com.au">www.ghps.com.au</a>
Office Hours	8:30am to 3:30pm

## TERM DATES

All dates are inclusive

Term 1	Wednesday 31 January	–	Thursday 28 March
Term 2	Monday 15 April	–	Friday 28 June
Term 3	Tuesday 16 July	–	Friday 20 September
Term 4	Monday 7 October	–	Thursday 12 December

A calendar of events is posted on CONNECT at the beginning of each term. Dates are correct at the time of printing but changes may occur throughout the term. Please check your newsletter or weekly Friday Reminders for updates.

## SCHOOL TIMES

Morning session	8:50am	–	11:00am
1 <sup>st</sup> break	11:00am	–	11:30am
Mid-session	11:30am	–	1:30pm
2 <sup>nd</sup> break	1:30pm	–	2:00pm
Afternoon session	2:00pm	–	3:00pm

## **ATTENDANCE**

It is important that all children are ready to begin the morning session at 8:50am. Students who arrive after this time interrupt the learning program not only for themselves but also for all other students in the class.

Arriving at school before 8:30am is discouraged. Prior to that time our teachers are involved with preparation for the school day and it is impossible for us to provide supervision. The adventure playground equipment and oval are out of bounds before the beginning of school.

## **LATE ARRIVAL**

If your child arrives at school after 9:00am they are to sign in at the school office and staff will issue a late note which is to be given to the classroom teacher.

## **STUDENTS LEAVING PREMISES**

If a student needs to be collected for any reason during school hours, parents are asked to come to the school office and sign their child out before collecting them from the classroom.

## **STUDENT ABSENCE**

Parents are requested to phone the school office **prior to 9:30am** on 9257 4600 or via the Connect App, if their child is going to be absent. Parents will be informed by SMS to their mobile phone each time their child is absent if an explanation has not already been provided to the school. Ten days' absence in any year places a student's academic progress at risk and our school is proactive in encouraging a high attendance rates. If your child is ill though, please don't send them to school as they feel miserable and often become distressed. They may also infect others (please refer to **Exclusion Policy** outlined in this booklet).

## **SCHOOL VISITORS & VOLUNTEERS**

To ensure our school is a safe place for our students all visitors to the school must report to the office and wear identification while on the school grounds. Parents visiting the school (other than at the beginning and end of the school day for student pick-ups or when attending a school assembly or school function) and parents helping in classrooms must also sign in at the office and be issued with a visitor's sticker. When volunteering at the school, you will need to sign a Parent and Child Volunteer Declaration form, this will be done annually. If your circumstances change, and you are issued with a Negative Notice or Interim Negative Notice after you complete the form, you need to notify the school and stop volunteering immediately. A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.

## **DOGS**

As per Department of Education regulations, dogs are **not allowed** on school grounds. This is for the safety of our students. We do have students who are scared of dogs. Please do not bring your dog with you when dropping off or picking up your child.

## **ENTERING AND LEAVING THE SCHOOL GROUNDS**

Traffic congestion at the beginning and end of the school day is a concern. Parents are requested to use Ledger Road as a drop off point and use Huntley Street for parking if they are leaving their cars and entering the school. Parents are asked to observe the No Standing and No Parking signs. Rangers from the Shire of Kalamunda actively patrol the school boundary streets. GHPS has a dedicated children's crossing on Ledger Road and a trained Traffic Warden. We ask drivers to obey instructions given by the Traffic Warden and drive safely around the crossing area. When crossing Ledger Road, please set a good example for students and use the crossing provided.

Ledger Road has a dedicated Kiss and Drive area. When using Kiss and Drive, please use the following guidelines:

1. Queue in the painted bays moving forward when able.
2. Do not double park.
3. Children must enter/exit from the left side of the vehicle.
4. Driver must remain in the vehicle.
5. When children are clear of the vehicle, indicate and enter the traffic flow.
6. If your child is not ready, ***don't stop***, drive around and try again.
7. Always be courteous to other road users.

Extra parking bays are available at the Community Centre further along Ledger Road.

Students who ride their bicycles are able to use the bike rack in Huntley Street or next to the Library but must walk their bikes in and out of the school grounds.

At the end of the day students are required to wait for their parents near the adventure playground. Only students with parental supervision may play on the equipment.

For safety reasons parents are asked to reverse into the parking spaces in the Pre Primary car parking area. There is an ACROD bay in the Pre Primary parking area for students and parents who require access to such a bay.

The staff car park is **not** to be used for parking by parents or as a means of access to the school by students or parents. Deliveries are made via the staff car park and there is often vehicle movement throughout the day making the area hazardous to pedestrian traffic. The gravel car park at the rear of the school is strictly staff parking only. **Students should not walk through the staff car park.**

## PARKING MAP



## **ASSEMBLIES**

Our school holds regular assemblies in the Keene Undercover Area to recognise and celebrate student achievement and learning. Assemblies form an important part of our pastoral care program. They are an opportunity for classes to perform, for individual students to be recognized and for special days to be celebrated. Assembly dates are published in our School Newsletter and parents and friends are invited to join us. They are held every second Friday commencing at 8:50am.

## **COMMUNICATION NEWSLETTER**

We publish a newsletter every fortnight. It is sent to parents via Connect and posted on the website. This is our main method of communicating with our students, parents and community members so it is essential that each family receives and reads the newsletter. A Friday reminder is sent out weekly via Connect.

## **COMMUNICATION CONNECTNOW APP**

Connect Now App is our main source of communication from the school to the parents. You will receive an email with details on how to download the Connect Now app from the [Apple App Store](#) or [Google Play](#), along with your Parent ('P') number.

You will have access to a 'Parents of Gooseberry Hill Primary School' space as well as your child/ren's specific classroom space. The School Space allows for whole school announcements such as upcoming events, newsletters and Friday reminders, while your individual classroom space will be much more class specific.

## **TEACHER EMAIL**

At the beginning of each school year teachers will give parents their school email addresses for communication between home and school. All staff email addresses use the format [firstname.surname@education.wa.edu.au](mailto:firstname.surname@education.wa.edu.au).

Should a parent email a teacher during teaching hours, please do not expect an immediate reply. Teachers will respond as soon as they are able.

## **CONTRIBUTIONS AND CHARGES FOR 2024**

The total amount of contributions parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experiences. Money collected will be used to supplement the school's student-centred funding allocation from the Department of Education and funding gained from other sources. While contributions are voluntary the quality of our teaching and learning program will be maximised when each family contributes.

The Department of Education recognises that curriculum instruction is enhanced through provision of special programs and experiences which might not occur normally within the classroom. The school has worked to minimise expenses to parents as far as possible, so these charges are carefully considered before parents are asked to pay these additional costs. Students will only incur costs when they are involved in a particular activity.

A list of student requirements is provided to parents. The school negotiates a competitive price for the materials on the list, however parents are not obliged to purchase from this supplier. Staff have carefully selected items which they know to be of benefit to your children's education and as such it would be appreciated if you could purchase the specific items and not alternative substitutes.

## MONEY COLLECTION

At various times throughout the year parents will be asked to pay for activities such as excursions, swimming, camp etc. Payments can be made via the following methods:

- Direct Debit (Account Name: Gooseberry Hill Primary School BSB: 633-000 Account No: 202719449 Ref: Event/Child Surname)
- EFTPOS
- Cash

Money should not be given directly to class teachers. If paying with cash, correct change is appreciated as money is banked each day and change is not available from the office.

**The school has a separate bank account to the P&C and therefore cannot accept payments for P&C run activities such as canteen, sausage sizzles, discos etc.**

## EXCURSIONS/INCURSIONS

Our school recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. Teachers often build into their program opportunities for students to be involved in activities beyond the classroom. An incursion is an activity undertaken on the school site during school hours.

## EMERGENCY PROCEDURES

The school has a comprehensive Emergency Evacuation Plan which has been formulated with the priority being the safety of students and staff.

If the nature of the emergency requires an evacuation, children will be taken to an agreed evacuation point by bus and as part of our procedures we will advise ABC 720 Radio, who will broadcast necessary information to the public. Parents will be advised where and when they can collect their children.

Parents are asked to not telephone the school as we need to be able to keep the phone lines free to manage the emergency. Parents are also asked not to come to the school to collect their children as this may make access difficult for emergency vehicles.

All staff have been advised of their role in ensuring the safety of students and we ask that parents allow us to follow the procedures we have put in place to safeguard your children. A copy of this plan can be found on our website.

## UNIFORM

Gooseberry Hill has a school dress code and the wearing of uniform is part of our ethos and culture. There is a wide choice for both boys and girls. All students are expected to wear the school hat or similar broad brimmed or "bucket" style. **NO caps allowed.** Students should not wear jewellery, especially earrings (other than sleepers), make-up or nail polish to school. It is unnecessary and jewellery can be dangerous at times, particularly during play, sport and physical education activities. Hair must be tied up once it reaches shoulder length. Students are discouraged from dyeing their hair. Parents are requested to ensure their child's uniform is in good condition for the child to proudly represent their school.

School uniforms are available for purchase through Lowes, Midland Gate Shopping Centre, 274 Great Eastern HWY, Midland. Telephone (08) 6179 4301 or online at [www.lowes.com.au](http://www.lowes.com.au)

### **Dress uniform**

- Red/bottle green polo with embroidery
- Bottle green shorts
- Bottle green trackpants
- Red polar fleece jacket
- Bottle green zip jacket
- Bottle green reversible school hat
- Bottle green skirt
- Girls bottle green bootleg pants
- Girls red/bottle green/navy check dress

### **Accessories**

- Bottle green school scarf
- Bottle green tights
- Bottle green bike shorts (worn under skirts)

### **Faction Sports uniform**

- School uniform with faction colour polo shirt and suitable footwear.
- Bottle green shorts or skirts

### **Inter-School Sports uniform**

- School uniform plus suitable footwear.

***All clothing and personal items should be clearly marked with the child's name.***

Unclaimed lost clothing that is **not** clearly marked is re-cycled through the second hand uniform shop or given to charity. Donations of outgrown items are always welcome. Second hand uniforms will be on sale throughout the year, please refer to the newsletters or Friday Reminders for dates.

Suitable footwear, such as joggers or lace up shoes **MUST** be worn at all times.

## **SUN PROTECTION**

The School has a “**NO HAT - NO PLAY IN THE SUN**” Policy. Children will only be permitted to play in the sun if they are wearing a hat at all times throughout the year. The only hat permitted is a broad brim SunSmart style. Students need a hat for early morning fitness, sport lessons, recess and lunch time every day.

## **CANTEEN**

The Canteen is managed by a sub-committee of the P&C Association. It is staffed by one paid coordinator and voluntary help. Consequently, it is able to provide nutritious food at a reasonable cost to students. In view of this, it is hoped that parents will offer their help by joining the Canteen Committee and/or offering to be rostered for duty in the Canteen. A price list is available on the website. Children are able to order their lunch at the start of the day and a variety of healthy snacks and drinks are available for purchase from the Canteen at recess and lunch. Currently the Canteen is open Monday, Wednesday and Friday. Please refer to the school website for any changes.

Orders can be placed using our online ordering system at <https://quickcliq.com.au>. Over the counter cash payments are accepted for recess only.

## **MOBILE PHONES AND SMART DEVICES**

Mobile phones and smart devices are not encouraged to be brought to school by students at GHPS. The use of mobile phones, by students during school time, has been linked to distraction from schoolwork, increased bullying behaviors, unnecessary screen time and social media usage and where the camera has been accessed, sometime legal ramifications.

In the case of parents wanting a student to have a mobile phone at school for safety purposes after school, such as catching a bus, the mobile phone should be handed in at the front office before school and picked up after school by the student. This will protect the device and ensure it is not used during school hours. Students found to be using a mobile phone or smart device during school hours, for any purpose, will have the device confiscated and parents will need to pick it up from the front office.

## **VALUABLE ITEMS**

Students should not bring expensive or valuable personal items such as jewellery, games, toys, radios or swap cards to school. Teachers cannot accept responsibility for the loss or damage of such items.

## MEDIA CONSENT

Under the Department of Education’s Information Privacy and Security Policy, schools are to obtain parent/guardian permission before using visual images of students outside the school environment. Children’s images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the website, in newsletters or on film or video.

## FACTIONS

All children are allocated to one of four “Factions”. The faction names were originally chosen by the children in honour of people associated with the early history of the Kalamunda district.



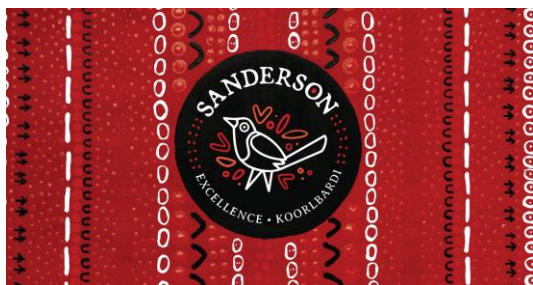
### MASON – KWENDA – RESILIENCE

Benjamin Mason was the founding father. He established a timber milling industry, which led to the development of the district. The Kwenda Mascot symbolises resilience. Resilience is the ability to bounce back from difficult or challenging situations. The story is that of resilience in the arid desert showing the hot sun and rolling hills that go on for days without respite. The resilient, use knowledge of place and follow the tracks left by animals to find food and water.



### O'CONNOR – YONGKA – RESPONSIBILITY

C.Y. O'Connor was well known for his involvement with the nearby Mundaring Weir and the Goldfields Water scheme. The Yongka Mascot symbolises responsibility. Responsibility is the obligation to perform the duty or task assigned to you. The story is that of responsibility through protection and uses the symbols of spears and shields. The yongka tracks bring in the role of the yongka as a symbol of strength and protection.



### SANDERSON – KOORLBARDI – EXCELLENCE

Archibald Sanderson purchased land in Lesmurdie in 1897. He was a member of the Darling Range Road Board and later became Chairman. The Koorlbardi Mascot symbolises excellence. Excellence is striving to do more and be great even if that means making mistakes along the way. The story is that of excellence through provision. Boomerangs and shields are used to hunt food and provide for the community and share with one another and the coolamon is the vessel used to prepare and serve food.



### STIRK – GOOMAL – COMPASSION

In 1881 Frederick Stirk cleared the first piece of land in what is now the City of Kalamunda. Part of this land is now Stirk Park. The Goomal Mascot symbolises Compassion. Compassion is to recognize the suffering of others and then take action to help. The story is that of compassion through community. The community is connected by many families coming together. The goomal tracks outline how goomal is often seen with their young clinging to them supporting and helping one another as a family.

## WHOLE SCHOOL POSITIVE BEHAVIOUR PROGRAM

Gooseberry Hill Primary School is proud to use a whole school positive behaviour program. The program is linked to our school values and our school factions. The program rewards students for their use of our school values both in



the classroom and in the playground. The objectives of the program are to boost student and school morale. The way the rewards are structured highlights how positive student behaviour benefits the student, their whole class and their whole faction.

Teachers award virtue tokens to students for demonstrating the shared values of our school community and tokens are submitted to the front office. Each assembly three tokens are drawn out, one junior primary, one middle primary and one upper primary, with the student and the value demonstrated read out to the whole school.

The students who are drawn out at assembly win a prize from the 'Prize Box'. The class that wins the most tokens receives a 30-minute reward for the whole class by one of the Admin Team. The faction that has the most tokens over the term wins a free sausage sizzle lunch.

## **HOMEWORK**

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Homework can also extend the time available to the teacher for the monitoring of student progress.

The Department of Education promotes homework with the following considerations - *"Homework should:*

- *support the development of the student's independence as a learner;*
- *further the partnership between school and home;*
- *avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student;*
- *be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student's age, development and educational aspirations;*
- *be balanced across learning areas so as to avoid stress and overload;*
- *be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years; and*
- *be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements."*

The Student Diary is a crucial factor in advising parents of the expected homework for their child and allowing students to organize their after school time to allow the homework to be finished in an organized stress-free way.

## **GHPS READER CLUB**

Student's from PP to Year 6 have their reading tracked using their Reading Log which they are given when they start school. At the end of the year this is collected up ready to be passed on to the following year's teacher, so students do not lose any progress.

Students are able to earn reading rewards like certificates, free books and our very special Reader Club badges to proudly wear on their uniform or hat.

Students from Pre Primary to Year 2 are encouraged to read a minimum of 10 minutes every night and students from Year 3 to 6 a minimum of 20 minutes per night.

Parents and students need to correctly fill out the reading log which should be kept in the special pocket in the back of their student diary. Only one entry per day should be entered and signed by parents. You only need to write the title once per book (see example below).

Night	Date	Title	Pages	Minutes	Sign
1	22/8	Jack and the Beanstalk	1-11	27	SA
2	23/8	Jack and the Beanstalk	12-20	25	SA
3	24/8	Jack and the Beanstalk	21-30	22	SA
4					

Once students reach 200 nights of reading they will be awarded with a certificate at assembly and given a voucher to choose a free book. After 250 nights, 500 nights, 750 nights and 1000 nights students will earn a Reader Club Badge.

## **PASTORAL CARE**

The emphasis in our school is about developing positive relationships. Each class will spend time exploring the ideas of what makes a positive learning environment and how each child can contribute to this. Students within the day-to-day program receive rewards, encouragement, praise, care and support in extrinsic and intrinsic ways.

### **SCHOOL CHAPLAIN**

The Chaplain works at our school for two days per week as part of the State Government funded Chaplaincy Program and support from the School and Youthcare. The program is completely voluntary and students and parents have the option whether or not to use the services of the School Chaplain. The Chaplain's role is non-religious and they will respect the range of religious views in the school and will not influence the children's beliefs. Some of the areas where the Chaplain may assist your child include family concerns, peer and social issues.

### **SEASONS OF GROWTH**

We have two staff members trained as Seasons of Growth facilitators. This is a program offered to students who have concerns or are feeling unsure about issues such as bereavement, parents' divorce or separation from loved ones. This program is confidential and caters for a maximum of 6 students at a time in a 10-week program. If you feel your child might benefit from such a program, please contact your child's teacher or the office.

### **YOUTH CARE G.R.I.T.**

YouthCARE G.R.I.T. utilises experiential learning processes and practices, where students participate in a series of challenging activities and tasks followed by a debrief or review. Challenges and activities target learning areas such as problem-solving, trust, communication, group roles, resilience, giving and receiving honest feedback, goals and strategy, social awareness, emotional awareness, leadership, and self-care. Bouncing back from apparent failure is a key learning area, where students learn that failures can guide them towards success. Students get to see firsthand the benefits of having a growth mindset. Students are encouraged to set personal goals from their learning journey.

### **DRUMBEAT**

The name DRUMBEAT is an acronym for Discovering Relationships Using Music, Beliefs, Emotions, Attitudes, and Thoughts.

DRUMBEAT incorporates hand drumming, behavioural therapeutic principles and cognitive and dialectical elements to achieve positive outcomes. It is estimated that over 100, 000 people around the world have participated in and experienced the benefits of the program so far.

As humans, we are social beings and by our nature dependent upon relationships for survival and prosperity. Relationships define identity, connect us in meaningful ways, and let us experience rich and fulfilling lives. DRUMBEAT facilitates the social and emotional skills for healthy relationships and values. The process of re-connection with self and interconnection with others enables profound social and behavioural change.

### **ACT BELONG COMMIT**

This program encourages students to understand the importance of being mentally healthy by actively engaging within the community, belonging to community organisations and committing to keeping a strong healthy person. Our school provides opportunities for students in all of these areas.

## SCHOOL EMBLEM

The green and red school emblem represents the colours of Western Australia's state floral emblem, the Kangaroo Paw. The axes symbolise the Kalamunda area pioneers, as many of the first Europeans who settled in the hills were woodcutters. The lines symbolize the Darling Range 'Zig Zag' Railway.

The motto "Seek Wisdom" which was adopted by the school many years ago is derived from the Greek tales - Chiron was a wise centaur who taught legendary heroes such as Jason and Achilles when they were children. As an underlying principle, these children were taught that irrespective of their strength or power, they should continue throughout their life, to learn and improve their mind, thus seeking wisdom!



## GHPS ABORIGINAL ART STORY



Designed by well-respected Aboriginal Artist Kevin Bynder, this piece (pictured) tells the story of Gooseberry Hill Primary School both in the present and in the past. The top left-hand corner is representative of the school today as a place of learning and desire to understand, respect and protect the land on which the school is built. We understand it is a privilege to have our school built in such a unique setting surrounded by natural bushland and inhabited by many animals.

The bottom section of the painting tells the story of Gooseberry Hill and surrounds in its traditional sense. Nestled on the scarp this is Mundi's land. It is also the border between the Ballardong and Wadjuk people and a place of trade and passage. The red shows the Cala (fire) that could often be seen glowing from down on the coastal plain and the songs line show the journey from the safety of the hills in the colder months to the coast in search for food and other materials as it gets warmer.

## SCHOOL CREED

Here at this school, children, our future, stand as tall as the trees  
Caring is our foundation  
Trusting is our walls  
This is the fortress of our commitment.

We strive for excellence to achieve pride and joy  
Friends will be made and never forgotten  
Gooseberry Hill is a school that cares for its students and staff  
We share and work as one, because alone we do well, but together, we do better.

*(This creed was written by the Student Council in 2003)*

## SCHOOL SONG

Here we are, all together we can do better  
Side by side, helping each other, going further  
Look around, here we stand on Noongar land  
Here we are, all together we can do better

*It is here that we grow  
It is here that we always know  
We are safe, it's our place  
Gooseberry Hill*

Celebrate, all our differences, make us great  
Lots of things to do, chances to shine for me and you  
Sing, learn and play, new challenges, every day  
Here we are, all together we can do better

*It is here that we grow  
It is here that we always know  
We are safe, it's our place  
Gooseberry Hill*

## AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice, for we are one and free;  
We've golden soil and wealth for toil; our home is girt by sea;  
Our land abounds in nature's gifts, of beauty rich and rare;  
In history's page, let every stage, Advance Australia Fair.  
In joyful strains then let us sing, Advance Australia Fair.

Beneath our radiant Southern Cross, we'll toil with hearts and hands;  
To make this Commonwealth of ours, renowned of all the lands;  
For those who've come across the seas, we've boundless plains to share;  
With courage let us all combine, to Advance Australia Fair.  
In joyful strains then let us sing, Advance Australia Fair.

# STUDENT HEALTH

In an emergency our staff will administer basic first aid to students. If a child's injuries appear more serious we will make all attempts to contact parents to advise them of the problem. If, for some reason we cannot contact you, we will make the decision to seek further help. If necessary, an ambulance will be called (parents will be responsible for any costs involved). At all times the safety of the child is our priority.

Our school has a comprehensive policy on prescribed medications. If prescribed medication forms are necessary part of your child's health plan, please discuss this with the Principal. **No medication can be administered by a staff member without written authorisation.**

It is important that your child's records are kept current. You need to give your current home telephone number, your work number (if applicable), and at least two reliable emergency addresses and telephone numbers. When choosing an emergency contact person please ensure sure that they are aware of the commitment and that they may need to respond to the call. **It is imperative that you keep us informed of any changes to all contact details.**

You also need to keep staff informed about a serious but not always evident/visible disability (epilepsy, kidney malfunction, heart problem, etc.). If your child has a disability, which can lead to an emergency, you MUST discuss an emergency action plan with the Principal.

Please inform the staff if your child is under emotional stress (separation, illness of a close relative, death of a family member/friend, loss of a pet). We can often help and/or give comfort if we are told about the situation.

If your child is ill please don't send them to school as they feel miserable and often become distressed. They may also infect others (please see our Exclusion Policy below)

## SICK CHILDREN EXCLUSION POLICY

Parents are advised that according to the Western Australian Department of Health Communicable Diseases Guidelines, students are to be excluded from school if they have the following illnesses.

- Chicken Pox – exclude until crusts have formed on rash and for at least 5 days from when rash first appears.
- Conjunctivitis – exclude until discharge from eye has ceased.
- COVID-19 – exclude until 'Release from Isolation' criteria have been met as per SoNG.
- Diarrhoea – exclude until 24 hours after diarrhoea has ceased.
- Hand, foot and mouth disease – exclude until blisters have formed crusts that are dry
- Impetigo (School Sores) – exclude for 24 hours after antibiotic treatment starts. Lesions on exposed skin need to be covered with a waterproof dressing.
- Influenza (Flu) – exclude until all symptoms are resolved.
- Measles – exclude for 4 days after rash appears in consultation with Public Health Staff.
- Mumps – exclude for 9 days after onset of symptoms.
- Pertussis (Whooping Cough) – exclude until 5 days after antibiotic treatment, or for 21 days from the onset of coughing.
- Pediculosis (Headlice) - exclude until after treatment has commenced and live lice are removed.
- Rubella (German Measles) – exclude for at least 4 days after onset of rash.

This list is not an exhaustive one but covers the most common illnesses that require exclusion. For more information, refer to the Communicable Diseases Guidelines (there is a link to this document on our school website in Community Links, Health Issues) or contact the school office.

## ALLERGIES

A list of children whose allergies (bee-sting and others) may be of concern is maintained and placed in the medical room. All staff are informed in case of an incident during recesses. We urge parents to inform the class teacher or the office of any possible allergies and complete the necessary medical forms available from the school office.

## ALLERGY FRIENDLY SCHOOL

Gooseberry Hill Primary School is an Allergy Friendly School which means we understand that there are some students who have allergies to products and this requires us to be proactive to ensure the children are safe at school. It is for this reason that we say **no nuts or nut products** should be brought to school where nuts are a listed ingredient on the product. It is in the interests and safety of all children that the School Council has endorsed this direction. Parents and carers: *your observance of this when preparing lunches is appreciated. It is VERY important!* We have students at our school who are anaphylactic; this means that they have a severe reaction to their allergy which could be potentially fatal. Therefore, we ask for your assistance in ensuring no nut products are sent to school please.

## DENTAL THERAPY CENTRE

Following enrolment to Gooseberry Hill Primary School the Kalamunda Dental Therapy Centre will contact parents and ask them to complete an enrolment form for the School Dental Service. The Centre is staffed by a dental therapist and a dental nurse and has a consulting dentist who makes regular visits for dental work and referrals. The Dental Centre is located at Kalamunda Primary School and can be contacted directly by phoning 9293 2801.

# PARENT INVOLVEMENT

Parents are encouraged, welcomed and invited to participate at our school. This can be done in numerous ways including:

- Attending P&C meetings.
- Participating in the decision making processes at our school through involvement in parent reference groups.
- Attending class meetings or parent information sessions.
- Reading the school newsletter and discussing it with your family.
- Attending assemblies and other whole school activities.
- Assisting in the classroom – especially in the ECE area.
- Volunteering for any of the sub committees.
- Talking with school staff if you have concerns or problems. If you have a concern please see the school in the first instance.
- Promoting a positive image of our school in the general community when good things occur.
- School Board

## SCHOOL BOARD

The Gooseberry Hill Primary School Board is formed with the fundamental purpose of enabling all members of the school community to work with the school staff to engage in activities that are in the best interests of students and will enhance the education provided by the school. It is comprised of representatives from the school staff and the P&C. Members of the wider community are also invited to become members.

## PARENTS AND CITIZEN ASSOCIATION

The Gooseberry Hill Primary School P&C Association is a voluntary organization that meets regularly to allow parents and community members to be involved in the school. The committee liaises with the school administration as well as providing direct representation to the School Board. All parents are encouraged to attend the P&C meetings and participate in P&C activities. The P&C has a number of sub committees which support the endeavours of the school such as ECE, library and fundraising.

Meeting dates are published in the school newsletter and Friday Reminders. The P&C newsletter is published regularly with the school newsletter to keep parents informed. More information can be found on the school website.

## **REPORTING TO PARENTS**

Reporting should be seen as an essential part of the teaching and learning process. It should inform:

- Parents of student achievement.
- Students of the directions their learning should take.
- Teachers of the planning they need to undertake to move students along their learning journey.

It is our aim to provide parents with relevant and useful information about their children's development. Reporting at our school takes a variety of forms which may include:

- Parent Information Evenings in the second or third week of Term 1.
- Formal and informal interviews as required.
- Open Night at the end of Term 3.
- Samples of class work.
- Formal Reports at the end of Term 2 and 4.
- Workshops as appropriate.
- Assemblies – classes take turns to present an item at each assembly.
- Support in the classroom – parents are welcome to assist in your child's classroom.
- Diary entries form an essential means of communication between the home and school.

## **PARENTAL CONCERNS**

Gooseberry Hill Primary School is a large vibrant place, with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school. It is very important to the school that parents feel that they can be listened to and have their concerns addressed in a timely and appropriate manner.

The process, which will support a satisfactory solution for all, is:

- Discuss the issue with your child and provide strategies for your child to solve the problem.
- If the issue is ongoing ensure you have as much information as possible to discuss the issue with the teacher concerned. Make sure that you make an appointment so that the teacher has enough time to discuss this fully with you.
- If the issue is not able to be resolved at this level make an appointment to discuss it with the Principal or Deputy Principal.
- If the issue is not resolved at this level then a formal letter of concern should be submitted to the school.
- If the issue is still ongoing then further intervention should be sought by contacting the Co-Ordinator of Regional Operations at South Metropolitan Education Regional Office on 9336 9563.

It is essential that the school and parents always work together in a strong and supportive partnership in order to promote the best interests of individual children. When this partnership breaks down children often become confused about the behaviours and attitudes expected of them.

It is essential that parents make appointments to see members of staff at school. While we would like to be available to everyone all the time, the simple fact is that if you don't make appointments, the person you want to see is often unavailable. Please contact the school office to organise a suitable appointment.

## **SOCIAL MEDIA**

Parents are requested to use social media for positive comments about our school. If you have a concern then please adhere to the process outlined above.

# BEHAVIOUR MANAGEMENT

The school community has agreed that the principles underpinning the Behaviour Management Policy are respect, tolerance, fairness, consistency and simplicity. We believe that the school has a duty to ensure the safety and wellbeing of the whole school community and that there is no place for bullying and intimidating behaviour. Each person is to be respected. We also believe that we are all responsible for helping our students to demonstrate appropriate behaviour and that the “problem” belongs to no one individual to resolve.

Our School aims to:

- Create a positive environment within the school and classroom so that the teachers and students can work together in harmony.
- Create a caring school environment where the rights and responsibilities of the individual are recognized and respected.
- Recognize those members of the school community whose exemplary behaviour promotes a positive and caring school environment.
- Establish a clear set of rules that protect the rights of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break rules, so that they are encouraged to recognize and respect the rights of others.
- Establish procedures so that conflicts can be resolved in a positive non-violent manner.

We believe children learn best when

- Their learning environment provides opportunity to experience a variety of learning styles.
- We cater for their individual needs.
- They are in a caring environment where they feel safe and secure [both at home and school].
- Learning is linked to prior knowledge and it is relevant and purposeful, using prior knowledge to have confident input and discovering answers.
- They are involved in relevant, challenging and purposeful activities supported by the teacher’s enthusiasm and energy.

## RIGHTS AND RESPONSIBILITIES

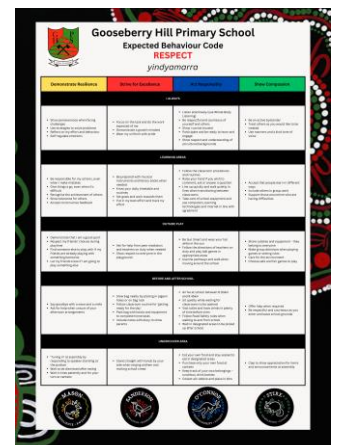
- Everyone has the right to learn without disruption.
- Everyone has the right to be treated with courtesy and respect.
- Everyone has the right to work in a clean, safe environment.
- Everyone has the right to feel proud of this school.
- Be courteous to all, consider others and use your common sense.

To help keep students safe and happy and achieve these rights and responsibilities the children are expected to follow our behaviour expectations.

## CLASSROOM AND BEHAVIOUR MANAGEMENT

Our whole school behaviour engagement program is **1-2-3 MAGIC**. It encourages good behaviour and allows staff to maintain a healthy relationship with students. Behaviours are classified as **START** behaviours (behaviours we like to see) and **STOP** behaviours (behaviours we would like them to stop). Students will receive a 1-2-3 with adequate take up time in between for them to ‘toggle’ allowing a positive change to occur. It reminds the student what the rule is- focusing on the behaviour that is expected. If a student is lacking a skill they will be taught it in an appropriate way.

The Zones of Regulation is a curriculum designed to foster skills in self-regulation, improving emotional control and sensory regulation. The approach uses four colours (or “zones”) to help students visually and verbally self-identify how they are functioning in the moment given their emotions and state of alertness. This strategy is used from Kindy to Year 6.





# GOOD STANDING POLICY

Gooseberry Hill Primary School Community believes that it is essential to set out a clear understanding of the standards expected by students. This policy outlines the expected school standards for: **Academic Performance, Conduct, Attendance, Uniform, Special Programs and Leadership Positions.**

A student's Good Standing is determined by the degree to which each student achieves the school standards in these areas

## ACADEMIC PERFORMANCE

At GHPS there is an expectation that students must achieve the very best they can. To do this they must demonstrate the following attitudinal descriptors (as indicated on the **Attitude Behaviour Effort** section of the school semester reports) consistently or often:

*"Works to the best of their ability"*

*"Sets goals and works towards them with perseverance"*

There is also an expectation, particularly in the 4-6 classes that student complete work by due dates, utilising their school diary to assist with organisation.

## CONDUCT

All students at GHPS are expected to maintain high standards of conduct. Good conduct ensures that students give themselves the best opportunity to focus on achieving their academic potential, while fostering that of their peers and furthering harmony in our school community. Good conduct ensures that students develop strong positive working relationships with their peers and teachers, and helps them build positive life skills. It is expected that students focus their conduct to achieve our three school values of

### **RESPECT, RESILIENCE and RIGOUR**

To do this they must demonstrate the following attitudinal descriptors (as indicated on the **Attitude Behaviour Effort** section of the school semester reports) consistently or often:

*"Shows courtesy and respect for the rights of others"*

*"Participates responsibly in social and civic activities"*

*"Cooperates productively and builds positive relationships with others"*

Repeated breaches of what is regarded as appropriate conduct will jeopardise a student's ability to meet the conduct standard. Suspension from school will result in an automatic loss of good standing for four weeks.

## ATTENDANCE

Research informs us that there is a strong correlation between the academic performance of students and their attendance. Absences from school will impact on a student's ability to understand the material covered and their confidence to participate at school.

In order for the attendance standard to be achieved students must attend school for a minimum 90% each term.

- Extended absences due to illness verified by a doctor's certificate will be taken into consideration.
- Special school days including sports carnivals are compulsory attendance days. Failure to attend these days will affect a student's good standing.
- Holidays should not be taken outside the official school holiday weeks.

## UNIFORM

Gooseberry Hill has a school dress code and the wearing of uniform is part of our ethos and culture. This continues to be endorsed by the School Board under the school's Independent Public School status. We expect our students to be proud of their appearance, and wearing the full school uniform is both a condition of enrolment and necessary to maintain Good Standing.

## **STUDENT LEADERSHIP**

Student Leadership is viewed at GHPS as a very important and prestigious position and a privilege. Students who step up to take on a leadership position, are expected to role model excellent behavior and effort for their peers across the many aspects of school life. Our student leadership motto:

“With great power comes great responsibility”,

reflects the onus students must take on as they will be held accountable for a high standard.

Student Leaders who breach these expected high standards will be given two verbal warnings before being put on probation. Any further breaches will see them removed from their position and the position awarded to another student.

## **GOOD STANDING**

All students will commence each year with Good Standing and it will be reinstated at the end of each term. Students who have Good Standing in a term will have achieved the following levels of performance:

### **Academic Standard**

Demonstrated the following ABE consistently or often:

“Works to the best of their ability”

“Sets goals and works towards them with perseverance”

Completes work by due date

### **Conduct Standard**

One or less negative incidents recorded every five weeks where Administration is notified

### **Attendance Standard**

Attendance 90% or above

### **Uniform Standard**

Wears full uniform as required every day

Students who maintain Good Standing throughout the year will have access to privileges such as: extra-curricular activities, camps and excursions, interschool carnivals, school and cohort functions, recognition at school assemblies.

## **LOSS OF GOOD STANDING**

Students will lose their Good Standing when they have exhibited one or more of the following in a semester:

### **Suspension**

Immediate loss of Good Standing for four weeks.

### **Academic Standard**

Has not achieved requirements set out by the Good Standing agreement.

### **Attendance Standard**

If (after Term 1) attendance is less than 90% due to unauthorised absences.

### **Conduct Standard**

2 or more negative incidents recorded by Administration

### **Uniform Standard**

Subsequent breach of School Uniform Policy after being spoken to by a member of Administration

### **Mobile Phone Standard**

Students using a mobile phone at school for any purpose will lose their Good Standing for 4 weeks.

In any of the above circumstance, the school will undertake a number of intervention strategies designed to support an immediate improvement to an acceptable level of performance. These interventions will include, but are not limited to, the following:

- A case conference including the student, their parents, and the Deputy Principal.

- Implementation of an attendance tracking system (as appropriate)
- Implementation of a performance tracking system
- Loss of the privilege to become involved in extra-curricular activities (non-curriculum based)
- Loss of privilege to attend school social events
- Loss of recognition at school assemblies
- Other actions as deemed necessary to bring about an immediate improvement in academic and non-academic performance

**Good Standing will be reinstated at the beginning of each term.**

# SCHOOL MAP

## GOOSEBERRY HILL PRIMARY SCHOOL

