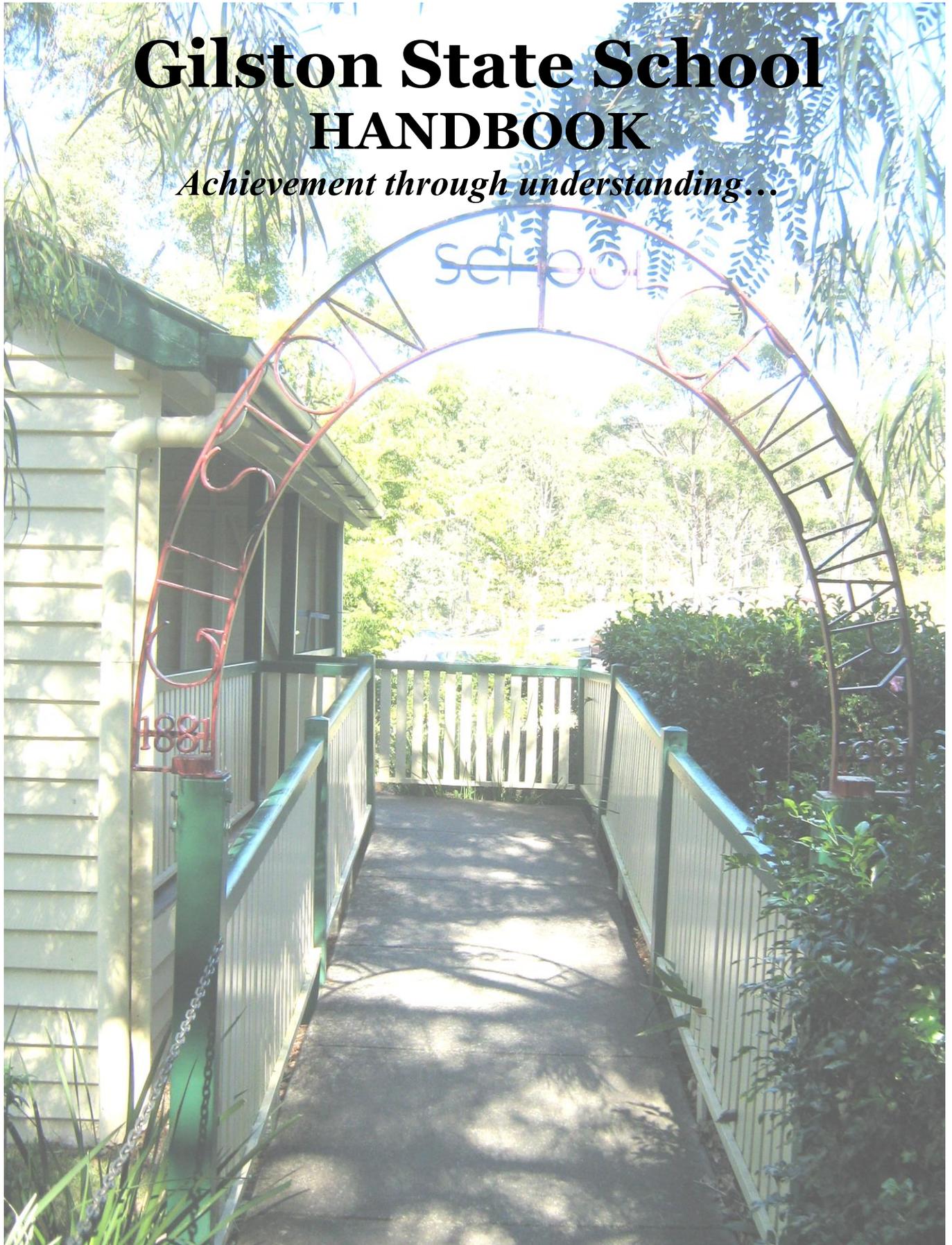


# **Gilston State School** **HANDBOOK**

*Achievement through understanding...*



# Gilston State School

## “Teaching for Excellence and Equity – Inspiring Life-long Learning”

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### Welcome

Gilston State School is proud of the reputation it enjoys in the community. It is hard-earned and fiercely protected through adherence to high expectations and traditional family values.

Joining the “Gilston State School family” entails committing to these expectations and values. Communication is the cornerstone of our success and parents are required to stay abreast of those aspects that affect their children. It is crucial that parents peruse weekly newsletters. These newsletters are distributed by e-mail weekly (usually Wednesday). It is the primary source of communication between school and home and contains details of coming events and activities. A copy of the newsletter is uploaded to the school website each week. If you require a paper copy please advise the office.

Each parent has the opportunity to contribute to the strategic direction of the school through our Parents and Citizens Association. Involvement in either the P & C is highly recommended.

Frequent parent-teacher consultation, both formal and informal, promotes positive working relationships that support child learning. This commitment sends a clear message to children that parents value education. Parents and care givers are encouraged to discuss their child’s progress with teachers at mutually convenient times.

The details outlined in the following pages serve to provide a summary of key elements of our school. Should you seek further details, please call the office.

### School Charter

At Gilston we believe that the key drivers to quality teaching and effective curriculum delivery are:

- **High Expectations** – teacher belief that all students can achieve high academic results.
- **Teacher Accountable Learning** – responsibility is accepted for each student’s learning.
- **Explicit Instruction** – explicit and directed teaching every lesson, every day, every classroom.
- **Knowledge Retention** – moving student knowledge short term to long term memory.
- **Effective Relationships** – effective relationships between students, parents and teachers.
- **Consistent Approaches** – clear and specific curriculum programs to inform teaching.

### History

Gilston State School opened in 1881 to service the needs of “Upper Nerang”. A replacement building on the Gilston Road site was opened in July, 1911. The school remained at that site with extra structures being added to accommodate the increased enrolments during the 1960s. By 1985 however, population growth had outstripped the facilities and capabilities of the ‘old’ school and a ‘new’ school was built on the present site on Worongary Road. Gilston State School, as it is now, was opened in 1986 and has the capacity to adapt to the changing needs of our Hinterland Community. In 1996 the P&C Association funded the refurbishment and relocation of the original school building from the Gilston Road site to its present position and it now stands as a proud centrepiece of our school. As a constant reminder of Gilston State School’s

origins, it allows the community to retain the feel and character of the small hinterland bush school – “The Green behind the Gold”.

### Philosophy of Our School

Gilston State School encourages and promotes ‘Achievement Through Understanding’. Our school motto encapsulates the belief that our role is to provide opportunities for our students to develop the skills to become creative, healthy and informed citizens who can build positive relationships while accepting the shared responsibility for developing the attributes of a lifelong learner in their school life, their home life and in the wider community.

We value highly:

- Respect
- Individual difference
- Trust
- Community participation
- Teamwork
- Conservative family values (“4Cs” – Care, Courtesy, Consideration and Cooperation)
- Informed decision –making
- High expectations; and
- Responsibility for self

### Enrolment

Our school enrolls students from Preparatory Year to Year Six according to our Enrolment Management Plan. A child may be enrolled if he/she reaches the age of four years on or before 30 June in the year prior to admission.

Parents are to complete enrolment procedures before admission occurs. Proof of age (eg Birth Certificate, Passport) is required for all enrolments.

### Change of Details

If you change your place of living, phone number or place of work, or, if there is a change in your family situation, please advise the school as soon as possible as we rely on the accuracy of these details in cases of emergency.

### Transfer of Students

If your child is going to leave the school, a transfer is required. Please advise the school office of your intention to leave.

### School Organisation

Classes are created to meet the recommended ratios of 25:1 in Prep to Year 3 and 28:1 in Years 4-7. The physical structure of buildings supports cooperative and/or individual teaching approaches.

A range of objective data is used to inform decision making about student groupings. A positive learning outcome for all students is always our goal with extension and support provided when necessary.

Our preference is for single year level roll classes however multi-age groups are created in response to enrolment needs.

### School Hours

8.55am	Preparation Bell
9.00am - 11.00am	First Session
11.40am - 1.40pm	Second Session
2.10pm - 3.00pm	Third Session

### The School Day

Pupils are expected to arrive at school prior to 8.45am, but not before 8.00am. All children who arrive at school prior to 8.30am must sit quietly in the Tuckshop undercover area and wait until 8.30am before moving off to their respective class areas. Children are to remain mindful of their conduct during this time. All children should have left the premises by 3.20pm, unless under the supervision of a teacher. Parents who drive children to school are requested to use the loading zone at the front of the school. Due care should be exercised during the delivery and collection of children as large numbers of vehicles and pedestrians congregate at these times. The car park inside the grounds is a designated staff car park, and is not for parental use.

Once a child has arrived at school, he/she is not permitted to leave the grounds before 3.00pm unless contact has been

made by the school with the parent or care giver and student has been signed out.

If parents collect children prior to completion of the school day, an entry in the register in the office must be completed.

### Absence from School and Late Arrivals

Parents are asked to advise the school by phone (5501 2360 – absence line), giving details, if a child is absent from school. Students arriving after 9.00am must report to the office for a late note.

### Illness and Accidents

If a child becomes too ill to continue work in the classroom, he/she is taken to the sick bay where rest facilities are available. If it appears that the child is not going to recover in a short time, every effort is then made to contact one of the parents to take the child home.

#### **Sick children should not be sent to school.**

In cases of accident, teachers act as would normal prudent parents. In most cases, first aid is administered at school, but in matters of urgency the Ambulance is contacted.

### Assembly

All students attend weekly assemblies in the hall (usually Thursday afternoon) that are led by the senior students. These assemblies include the National Anthem, School Song, celebrations of achievements, performances by students and addresses by the Principal and Deputy Principal.

#### *School Song*

*Happy are our days at Gilston*

*We make friends to last for years*

*Together we will work and play*

*In sunshine, rain, through laughs and tears.*

*We will fight for what is right*

*Just watch us as our dreams unfold.*

*We'll remember our proud motto*

*And the crest of green and gold.*

### Road Safety

Parents and children must observe road safety regulations at all times. Students are supervised in the collection zone and escorted to the buses in the afternoon. Parents are requested to observe correct parking procedures when delivering children to school or collecting them in the afternoon.

### Medical and Dental Services

*School Health Services* personnel are invited to visit the school each year. School nurses attend based on available resources.

*The School Dental Unit* visits regularly. Dental work is carried out by qualified staff. Visits may be made to Dental Units wherever they are situated through the year so that continuing work can be carried out or dental problems checked. Oral Health Call Centre 1300 300 850. Alternatively, parents may choose to send their children to a private practice.

### Parental Involvement

Our school believes that the most productive educational setting in which a child can be placed is one where the school and the parents share responsibility for the education and welfare of the child. Parents are welcomed as partners, and are invited to take part in various activities. Parents are welcome to be with their child/children in the classroom - assisting their child and other children - under the direction of the class teacher.

### Money

Our preferred method of money collection is via the internet. Money is also collected at the school office between 8.00am and 11.00am on Thursdays and Fridays. EFTPOS facilities are available for adults. All compulsory payments must be settled by due dates. **Participation in extra-curricula activities, where a financial contribution is necessary, will depend on whether all invoices have been settled or payment arrangements are in place.** This includes, but is not limited to: excursions, competitions, interschool sport and camps.

### QParents

A QParents app is available to support communication with the school.

The office staff can assist you with the set up.

### Parents' & Citizens' Association

The P & C provides a forum for parents' views on education in general, and this School in particular. Its secondary role is to assist in providing materials, facilities and resources necessary for the functioning of our programs. Association funds are derived from a range of activities and social functions conducted throughout the year. The P & C also plays a vital role in establishing and maintaining community-school relations, and its advice is sought in many matters concerning the life of the school.

### Tuckshop (Gilston Gourmet)

Our Tuckshop operates under the control of the P & C Association. Its operation relies on volunteer helpers who operate on a roster system. Full Tuckshop operates five days per week.

Ordering at lunch time involves use of a paper bag - the name, class and order are written on the bag and money enclosed within. Orders are placed in receptacle provided at Tuckshop before 9.00am. For your convenience, an electronic ordering system is available at [www.flexischools.com.au](http://www.flexischools.com.au).

### School Uniform

Gilston State School is a uniform school. We place emphasis on students impressing with who they are and what they can do, rather than with what they can adorn their bodies. We expect all children to wear our school uniform at school and when attending school excursions, trips and sporting events in accordance with the Education Act (2006).

Colours: Green and Gold.

<b>Boys</b>	Green/gold shirt with crest Green shorts White socks Black joggers/leather shoes School hat
<b>Girls</b>	Green/gold shirt with crest Green shorts Green skirts Green/gold checked dress White socks Black leather joggers/shoes School hat

An optional school bag is available.

**In Winter** pupils wear green cargo/bootleg pants and polo jumper or jacket with school logo.

Uniforms are sold from the Uniform Store situated underneath the old school building on Thursdays from 2.30pm to 3.30pm. Please mark all items of clothing clearly with student's name for easy identification.

All children are required to wear **school hats (broad brim)** while in the playground. NO HAT - NO PLAY! Sunshades are not considered to give sufficient protection. Hats may be purchased from the Uniform Store or Tuckshop. Application of sunscreen is a recommended practice.

Children are **not to wear jewellery** to school. The exceptions are watches and sleepers or studs for pierced ears. Piercing is to be limited to ear lobes with a maximum of two piercings in each. No make-up, fake nails or nail polish are to be worn at school, to avoid students being ridiculed or victimised or otherwise distracted from their studies. In particular the following are not acceptable: head shaving, partial head shaving, severe undercutting, streaking other than natural colours, hair dyeing of unnatural, bright or fluorescent colours.

### School Photographs

These are taken each year. Parents will be notified through the Newsletter of the exact date. Children are to wear full school uniform for the photographs.

## School Banking

Children may open and operate a savings account with the Commonwealth Bank through the school.

## Valuables

Children are not to bring valuable items to school. If they do children must hand them to their teacher or the office at the start of the day and pick them up at the end of the day. Children **must** assume responsibility for valuable items brought to school. The school accepts no responsibility for loss of any valuables, jewellery including watches etc.

## House Teams

Our school is divided into four sporting houses named after pioneer settlers of the Gilston area - Duncan, Hinze, Zimmerman and Latimer. Children are allocated to houses on their enrolment at school.

### Duncan

*William Duncan was born in Scotland in 1832 and migrated to Australia with his family in 1837. At the age of 14 he and another man, Edmund Harper, crossed the Tweed River into the Gold Coast Region in search of cedar. They are believed to be the first white men to have sighted the Gold Coast.*

*In 1854, at the age of 22, he married and, after years of wandering the valleys of the Gold Coast and Tweed regions cutting timber, he settled at Gilston on acreage in the early 1870s.*

### Hinze

*The first members of the pioneering Hinze family are believed to have settled in the Advancetown district where Carl and Johanna Hinze took up residence just over 120 years ago on what was to become the Hinze Dam site. Their home, a slab hut, was constructed near the current picnic area.*

*Many of the descendants of Carl and Johanna Hinze still live in the Nerang/Advancetown region. One of their grandchildren was the late RJ Hinze who was the member for South Coast and who was most instrumental in obtaining the current school site and school buildings several years ago.*

### Zimmerman

*The Zimmerman family were one of the first families to settle in the area. They lived across the Nerang River about one mile above the hall near the Gilston Golf Course and the Mill's dairy.*

*Mr Zimmerman also purchased land in the pocket at Numinbah Valley. The Zimmerman children, Henry and Billy, were on the first roll call at Gilston School. Henry and Billy became Bullock Drivers with their own teams hauling pine logs to Nerang.*

### Latimer

*Tom Latimer built the second Arrowroot mill in the area in 1900 and ran it until 1918 at Latimer's Crossing. After closing the Arrowroot mill they set up a dairy farm which was run by the family. Tom Latimer was capable with the technology of steam engines and was involved with a steam driven saw mill at Alstonville and one at Gilston. His brother Jim Latimer had an Arrowroot mill on the Nerang River off McLaren's Road near Nerang and this mill closed in the 1970s.*

## Curriculum

Gilston is currently implementing the Australian Curriculum for English, Mathematics, Science, Geography and History in Prep to Year 6. The Queensland curriculum guides the remaining areas. Local programs have been developed in response to the needs of our students and improving student

## Student Assessment

Children are assessed formally and informally throughout the year. Observation of the child's daily work is the major source of information.

Various assessment techniques are employed and discussions between Class Teachers and the Principal are also used to enable the teacher to obtain a complete picture of the academic and social achievements of each child. Written progress reports are prepared at the end of each semester. Parent-teacher meetings are conducted in terms one and three. Parents are encouraged to discuss any matters which concern them with the Class Teacher or Principal at mutually convenient and appropriate times.

## Religious Instruction

In accordance with the Education (General Provisions) Act 2006 RI lessons of 30 minutes are offered weekly by groups who meet the entry requirements in the Act. On enrolment parents and carers nominate their choice of lesson from those on offer.

## Homework

Teachers will provide information about how to support your child in a way that is age appropriate and consolidates their learning requirements. Time expectations will vary according to individual needs. As a guide children would be doing no more than:

- One hour per week Prep-3
- Three hours per week Year 4-6

## Reading

During the early stages of reading development, reading with your child and supporting them to read is key. As reading develops it is important for your child to read aloud and have an adult check their understanding.

## Consolidation

Many core concepts such as number facts and word recognition are the foundation for future. Research has shown that these are best retained with frequent repetition using a recite and recall model.

## Special Needs

A Special Needs Committee oversees the distribution of support available at our school. Its aim is to provide assistance with academic extension or support, and to aid those with any type of impairment or with social/emotional needs.

This committee liaises closely with parents and teachers of students with specific needs so they may access services and support from within the school and those from outside agencies.

## Information Communication Technology

Students live in a technological world where information and communication technologies (ICTs) are integral to everyday situations. Gilston State School makes every effort to provide opportunities for students to apply ICTs as a tool so they may become competent, discriminating, creative and productive users of ICT.

## Library

The library serves as a lending and reference library for the whole school. Children are welcome to borrow books both in class library time and during lunch breaks. Parents are responsible for the replacement or repair of any book lost or damaged by their child. We encourage children to borrow books so they can develop an appreciation of reading from an early age and hence improve their literacy skills.

## Student Leadership

Leadership is a pivotal focus of the upper school curriculum; those elected are required to be role models in every facet of their daily school lives. The School Captains are elected by staff and senior students in readiness for the following year. Student leaders are expected to represent all students and organise and participate in a range of activities throughout the year. These activities are decided upon through active consultation with the school student body and meetings with school administration leaders. Sport House Captains are elected by students in Years 4 to 6. We have high expectations of our elected leaders.

## Excursions and Functions

During the school year, children may be involved in many activities related to their learning which involve visiting performers or speakers, or excursions outside the school setting. School leaders are expected to be involved in all school excursions that would require or involve their participation. Many of these activities require funding from family sources. Attendance at these events is conditional on payment by due date and on pupil behaviour. A student will be excluded from an activity where the school deems that a student's behaviour will jeopardise safety or the smooth operation of the camp or excursion.