

# Gilston State School

## PARENT INFORMATION HANDBOOK



*Achievement Through Understanding*  
Since 1881

# Gilston State School

**"Teaching for Excellence and Equity –  
Inspiring Life-long Learning"**

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**Principal:** Mr Craig Douglas  
**Deputy Principal:** Mrs Kelly Clark  
**Deputy Principal:** Mrs Megan Hay  
**Business Manager:** Mrs Tracylee Leonard

## Welcome

Since 1881, Gilston State School continues to be highly regarded as a high performing school community built on hard earned and fiercely protected adherence to high expectations of behaviour and learning.

Through educational excellence, we are committed to developing future focused critical thinkers in an educational environment where high expectations of student behaviour is seen as the foundation to all learning.

Gilston State School is an inclusive school that caters for all students and promotes success through the following behaviour expectations:

### Being Safe

### Being Respectful

### Being a Learner

Gilston State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

**Gilston State School really is .....**

### The Green Behind the Gold!

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 newsletters. These newsletters are distributed by e-mail fortnightly (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 also uploaded to the school website.

Each parent has the opportunity to contribute to the strategic direction of the school through our Parents

and Citizens Association. Involvement in 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.

## 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. So, our '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 affords the community a continued connection to 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 *'Success for all learners'*.

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 highly value:

- Respect
- Individual difference
- Trust
- Community participation
- Teamwork
- 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 s/he 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 (sighted only). An enrolment interview will then be scheduled with the Principal or Deputy Principal.

## Change of Details

If you change your place of living, phone number, email address, or place of work, family situation, or student's medical details, please advise the school as soon as possible as we rely on the accuracy of these details in cases of emergency and sending pertinent documentation (eg. Invoices and Report Cards)

## Transfer of Students

If our child is going to leave the school, 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 4-6.

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.

## School Hours

8:30am	P-2 Tuckshop area 3-6 Oval shelters
8:50am	Preparation Bell
9:00am – 11:00am	First Session
11:40am – 1:40pm	Second Session
2:10pm – 3:00pm	Third Session

**NO STUDENTS ARE TO BE AT SCHOOL BEFORE 8:30AM UNLESS PARTICIPATING IN SCHOOL ACTIVITIES.**

**Munch & Crunch** (During first session)

A piece of fresh fruit/yoghurt

**Lunch Breaks**

1<sup>st</sup> Break

- 11:00am-11:10am Eating
- 11:10am-11:40am Play

2<sup>nd</sup> Break

- 1:40pm-1:50pm Eating
- 1:50pm-2:05pm Play

## The School Day

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 in the interest of safety.**

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. Parents are responsible for supervision of children prior to school and after 3:00pm.

## Absences, Late Arrivals & Early Departures

Parents are asked to advise the school for student's absences by leaving a message on the absent line: 5501 2360, via QParents, or calling 5501 2333 (option #1) giving details for a child's reason for their absence from school.

Students arriving after 9:00am must report to the office for a late note.

Parents are to sign out students at the office for early departures.

## Mobile Phones

The bringing of a mobile phone and/or smart watch to school is **not** encouraged. If this is needed, **all** mobile phones and smart watches are to be handed in to the front office as soon as the student enters the school site and collected at the end of the day.

## 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 injury, first aid is administered at school, but in matters of urgency the Ambulance is contacted.

## Medication

Students who require medication to be administered during school hours are required to submit medication

(prescribed by medical practitioner with original pharmacist label attached), and consent form to the office. Students are not permitted to store or self-administer medications.

## Parades

Parades are held in our hall from 2:20pm on Monday afternoons. If possible, we would love parents to attend.

Parades operate on a model of:

Week 1 – P – 2

Week 2 – 3-6

Week 3 – Whole school

Check your Term Planner for details.

## 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

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/ren in the classroom - assisting their child and other children - under the direction of the class teacher. All visitors MUST sign in at Office before helping in class, excursions or tuckshop.

## Purple Patch

At our school, we call the first session of the day from 9:00am – 11:00am **"The Purple Patch"**. During this time there are no interruptions to classes in any form. This is when students learn best and teachers perform at their best.

We thank you for your anticipated support with this.

## Money

Our preferred method of money collection is via QParents, BPoint or online banking.

Payments are also collected at the school office payment window **between 8:00am and 10:00am on Thursdays and Fridays.**

Cash, EFTPOS and credit card facilities are available on these days.

Please note, we are no longer allowed to accept credit card payment over the phone at school. A phone number for credit card payments over the phone is on the bottom of your invoice. Connection to Education Queensland's payment service can also be made by calling 5501 2333 (Option #3).

All compulsory payments must be settled by due dates. **Participation in extra-curricular 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

QParents is available to support communication with the school. QParents provides convenient access in updating your child's details, viewing report cards, reporting an absence or making payments.

The office staff can assist you with the set up.

<https://qparents.qld.edu.au>

## 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. Meet and greet prior to P&C meeting on the third Monday of every month. Meetings alternate from afternoon or evenings. Please check the website and newsletter for dates and P&C Events.

## Tuckshop

Our Tuckshop operates under the control of the P & C Association. Its operation relies on volunteer helpers who operate on a roster system. Our Tuckshop operates four days per week at first breaks only. Ordering for 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.

## Munch Monitor

For your convenience, an electronic ordering system is available at [www.munchmonitor.com.au](http://www.munchmonitor.com.au) This process requires you to link your bank details to this app to preload a preferred balance for ordering online.

## School Uniform

At Gilston State School, we show pride in our school by expecting students to wear the correct school uniform.

Our students are expected to wear their school hats to and from school.

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.**

At all school activities unless notified prior:-

**Boys** Green/gold shirt with crest

Green shorts

White socks

Black joggers/leather shoes

School hat

**Girls** Green/gold shirt with crest

Green shorts

Green skorts

Green/gold checked dress

White socks

Black leather joggers/shoes

School hat

An optional school bag is available.

**Please mark all items of clothing clearly with student's name for easy identification.**

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

All children are required to wear **school hats (broad brim)** while in the playground and to and from school.

**NO HAT - NO PLAY!**

Sunshades are not considered to give sufficient protection. Hats may be purchased from the 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.

In particular the following are **not acceptable**: **head shaving, partial head shaving, severe undercutting, streaking other than natural colours, hair dying of unnatural, bright or fluorescent colours.** No make-up, fake nails or nail polish are to be worn at school.

## 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.

## Languages

Our school teaches students in grades 3 to 6 Japanese including language of culture. A selection process is implemented to select appropriate students to participate in an Excellence Program attached to our Languages learning area.

## 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. **IT'S "COOL" TO READ AT OUR SCHOOL.**

## Valuables

Children are not to bring valuable items to school. If they do children must hand them to 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 or electrical devices 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 and Pedagogy

Gilston is currently implementing the Australian Curriculum. The Queensland curriculum guides the

remaining areas. Local programs have been developed in response to the needs of our students and improving student outcomes to provide extra curricula activities.

Our school teachers cater for all learning styles by teaching using The Australian National Curriculum. The focus is student engagement and fostering lifelong learning.

## Interschool Sport

Our school offers both inter (external) and intra (internal) school sport. Students in grades 5 and 6 participate in a variety of sports through our interschool sport program.

At Gilston State School, we value daily physical activity and foster the importance of this in our students.

## 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 moderation processes are employed and discussions between class teachers and curriculum leaders 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. Three-way conferences are conducted in Terms one and three.

Parents are encouraged to discuss any matters which concern them with the Class Teacher at mutually convenient times.

## 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. Homework should consolidate what students have been learning in the classroom and should not be an arduous task for the student or parent.

## 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.

Our school's teaching pedagogy also promotes inquiry learning to develop student problem solving skills.

## Special Needs

A Special Needs Committee oversees the distribution of support available at our school. Its aim is to

provide: assistance, advise and support with academic extension or remediation, 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. We operate under a response to intervention (RTI) model.

Our school is an inclusive school and is committed to catering for all students to ensure every child, in every classroom is learning every day.

## 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 state their child's religion and nominate whether participation in religious instruction is permitted.

## 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.

Gilston State School operates as a BYoD (Bring your own device) ICT school model. Students are encouraged to comply with our BYoD Charter that indicates the type, style and requirements of device that support our model. Charter available on website. Our specialist IT Technician is onsite M-W and provides expert support and advice in all things BYoD.

## Library

### IT'S COOL TO READ AT GILSTON!

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 expect children to borrow books so they can develop an appreciation of reading from an early age and hence improve their literacy skills.

## Student Leadership

You don't need a badge at Gilston to be a leader. 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 students in grades 4 and 5 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. Sports, and sports house captains are elected by students in Years 4 to 6. We have high expectations of our elected leaders which include cultural, languages, PCL, tech and music captains.

## 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 the due date and on student 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.

## Camps

Grade 5 students go on camp to Bornhoffen. Our grade 6 student attend a camp at CYC Burleigh Heads.

## Behaviour Program

We operate a positive behaviour for learning program that we call: **PCL: Positive Culture for Learning**, where students who continuously demonstrate the expected

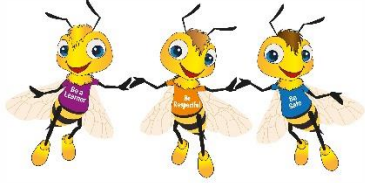
behaviour and attitudes are acknowledged for doing so. Our school rules are:

***BE SAFE***

***BE RESPECTFUL***

***BE A LEARNER***

At Gilston State School, our school community has high, but realistic expectations of student behaviour and learning. Gilston State Schools Positive Behaviour acknowledgement is centred around a "bee theme" and our three bee mascots, the Gee Bees.



Students are awarded Beestings in the classroom, the playground and in specialist lessons. These serve as positive behaviour specific acknowledgement for students. Beestings are tracked by classroom teachers and are the currency for further rewards that are outlined in the Gilston State School Positive Behaviour Flowchart.

We welcome you to Gilston School Community. If you require further clarification, please do not hesitate to contact the office.