



Parent Handbook 2019

22 Victoria Drive
GRAY NT 0830
Ph: 8932 1700
Fax: 8932 1007

Email: admin.graysch@ntschoools.net
www.grayprimary.nt.edu.au

***Welcome
to
Gray Primary School***



Welcome



Welcome to Gray Primary School. The staff, parents and students associated with this school welcome you into the school community. We trust that your time spent with us will be personally satisfying and rewarding. Gray Primary School offers an exemplary Early Learning Centre for Preschool students. We also have exciting and innovative Early Years (Years Transition – 2) and Primary Years (Years 3 – 6) education programs.

Our purpose is to provide quality education services for all enrolled students in our great school. At Gray School we aim to:

1. Provide a happy, safe learning environment where enthusiasm for learning is evident.
2. Guide each student to develop intellectually, socially, emotionally and physically, to their potential.
3. Acknowledge and foster each students' uniqueness.

Our school motto is "Aiming High through Respect, Achievement and Responsibility" and we foster this motto through the teaching of Values Education and Pastoral Care. Our school values are, Respect, Responsibility and Achievement. We place a strong emphasis on quality Literacy, Numeracy and Social Skills teaching and learning.

We explicitly teach essential life skills with the Social/Emotional program 'You Can Do It'. The life skills include, Getting Along, Confidence, Organisation, Persistence and Resilience.

Communication between home and school is regarded as being very important. You are encouraged to let us know when you are pleased about things happening in our school, ideas for improving the school and to discuss concerns with us to seek understanding of the way in which this quality educational organisation functions.

School attendance is extremely important, and we expect all students to attend 90% of the time. This means students should only be absent five days in a term.

Our school is very multi-cultural with 60% Indigenous students and 26% of students from other countries. We have students from many different nationalities and we embrace the diversity of our many cultures.

It is important to remember that our school is your school and that your children will benefit from your active involvement in school life and in the fostering of a positive home-school partnership. We look forward to working with you in partnership to foster your child/ren's learning and to help make Gray Primary School "The School of choice".

Rebekah Stapleton

Principal

History of Gray Primary School

Gray Primary School is a school full of rich heritage.

The first school established in Palmerston was Gray. This suburb was named after William Henry Gray, one of the first colonials to purchase land in the Northern Territory in 1870. Victoria Drive is named after the old Victoria settlement on Coburg Peninsula.

The name Palmerston was originally chosen for the early settlement of Darwin, to honour the then Prime Minister of Britain, Henry Temple Palmerston. The modern town of Palmerston is 19 kilometres from that original site.

The first meeting of people interested in establishing Gray School Council was held in the "Old Fire Shed" on Thursday 6th October 1983. At this meeting parents chose the school colours of grey and royal blue. The school council has updated the uniform several times since opening with the latest update in 2016. The Student Council led the change and all students were part of the design, selection and voting process. The new school uniform of swirly blue and grey design has a modern feel and is made of sun-smart material.

Due to the abundance of cockatoos in the area, they were chosen for the school logo.



Aboriginal Islander Education Workers (AIEW's)

At Gray Primary there are two AIEWs who share the workload. The roles of the AIEWs are to work with teachers, students and parents to improve attendance and educational outcomes for the students and to promote Aboriginal and Islander perspectives across the curriculum. Their names are Donelle and Monica. Their contact details are:

Phone: (08) 8932 1700

Email: donelleg.dingo@ntschoools.net and monica.taylor@ntschoools.net

Absences

If your child is absent from school, please ring the school to advise the reason for your child's absence and the duration. All absences must be accounted for by a parent or guardian. According to Department of Education Policy. All students are expected to attend 90% of the time. This means being absent only five days in a term. Students with attendance under 80% will be referred to the department attendance team.

Address of School

School Phone: (08) 8932 1700 (Preschool 08 8932 1614)

School Fax: (08) 8932 1007

Email: admin.graysch@ntschoools.net

Postal Address: 22 Victoria Drive, Gray NT 0830

Age of Entry (Preschool and Transition)

When a child is turning four years old before the 30th June 2019 they are eligible to commence Preschool at the commencement of 2019. Admission is not automatic - there may be a waiting list. Students must be turning 5 years old before 30 June 2019 to enter Transition at the start of the school year. Students and parents must attend an enrolment interview with the Assistant Principal or Principal.

Assemblies

Whole school assemblies are held fortnightly on a Friday morning at 8.30am. Families are welcome and encouraged to attend.

Assistance

Front Office Staff can help you with all routine organisational details, messages and inquiries.

Principal and Assistant Principal attend to personal and confidential matters and those relating to the educational program. This includes school policy, teaching staff, ancillary personnel, major discipline and student welfare.

Senior Teachers oversee the class programs, student behaviour and the operation of their area of responsibility.

Preschool information, messages and matters specifically relating to the preschool are handled by the Preschool staff.

Teachers are immediately responsible for their class programs, student behaviour and the operation of their classroom.

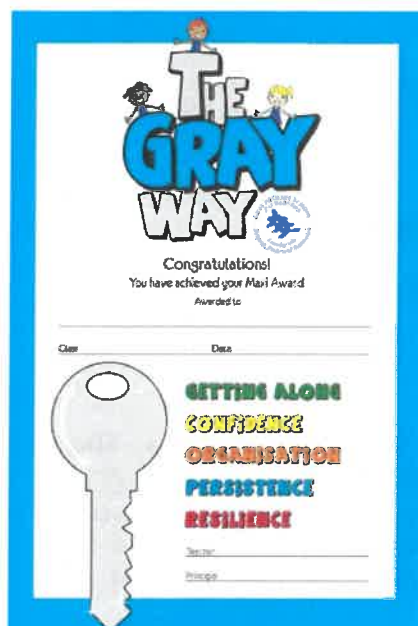
Special Education Teacher: Students with a disability are supported through Educational Adjustment Plans which are created by the classroom teacher, families and Special Education Teacher. If you have any concerns about your child's development including hearing and speech please talk to your child's classroom teacher or Lauren Howell, lauren.howell@ntschoools.net

Awards



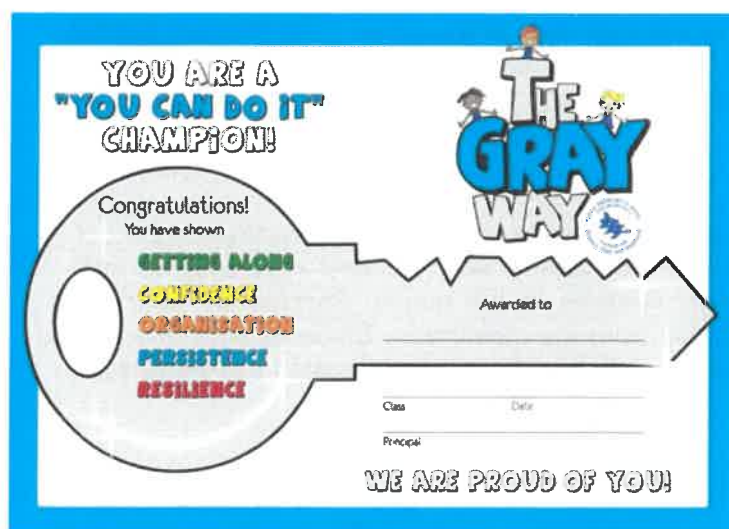
MINI MERIT

- Sent home to parents when children receive it in class
- Teachers must keep a record of number of Mini Merits students receive on a spreadsheet in class to be sent to the front office when the child has received 5.
- When a child receives 5 they will receive a Maxi Merit at assembly which will be presented by the AP or Principal
- Teachers in their professional capacity may also give out Mini Merits for other positive behavior – to be recorded on the Mini Merit record sheet



MAXI MERIT

- Class teacher inform parents that the child is receiving a Maxi Merit at assembly via email, phone or Maxi Merit Parent note.
- Teachers must keep a record of number of Maxi Merits received in GradeXpert
- Presented at assembly by the AP or Principal
- When a child receives 5 they will receive a Principals Merit at assembly



PRINCIPAL MERIT

- Front Office inform parents that the child is receiving a Principals Merit at assembly
- Presented to students by the Principal at assembly
- Front office to keep a record of students who receive a Principals Merit
- Once students have received the Principals Merit the process starts again with Mini Merits
- Students who receive a Principals Merit will have lunch with the Principal at the end of each term

Bicycles, Skateboards, Roller Blades and Ripsticks

Roller blades, bicycles, skateboards, etc. are not to be ridden in the school grounds. Bicycles, roller blades, skateboards, ripsticks, etc must be locked in the racks provided at the front of the school. Students are to supply their own lock and key. **The security of these items is not the school's responsibility.** Students riding bikes or scooters to school must wear a helmet – this is the law in the Northern Territory.

Camps

Students in Years 5-6 may have the opportunity to participate in a school camp during the year for a period of 2 -3 days. The school camp is considered a significant part of the educational program in the classes where they occur.

Canteen

The school canteen operates Tuesday to Friday. The canteen is closed on Mondays. Students are required to write their recess and/or lunch orders on a brown paper bag and place in the lunch box in the classroom. All orders must be written at home or in the classroom. Orders need to be at the canteen before 9am daily. Lunches can not be purchased unless they have been ordered. A price list is issued at the start of each semester to every family and is regularly updated. The canteen promotes healthy eating. Eftpos facilities are available.

At Gray School you can make sure your child gets lunch by making Centrelink contributions
MINIMUM DEPOSITS OF \$50.00 make sure you add your child's first and last name as the reference.
See front staff for more information.

Please see details below

Centrelink Reference Number- 555075036V

For bank deposits and transfers:

ACC NAME: GRAY SCHOOL COUNCIL INC

BSB: 015891

ACC: 415563112

Care of personal property

All articles brought to school should be clearly labelled with the student's name. This includes clothes, shoes, hats, school bag, lunch box etc. and other items for show and tell or when asked to bring in a specific item for a classroom focus. All toys and personal items (for example CD's, phones, game boys, iPods) should be left at home. Teachers cannot be responsible for lost or stolen items. **Gray School takes no responsibility for lost or stolen items.**

Competitions

All students are given the opportunity to excel in their area of expertise. Gray Primary School takes part in inter-school sporting events, literacy and numeracy competitions and art and craft displays. Students may be selected to represent the school or whole classes may participate.

Cyclones

If a cyclone warning is broadcast outside school hours do not send your child/ren to school. If a cyclone warning is given during school hours, parents are to collect their children from the classroom upon advice from emergency services or the media. Parents are asked to cooperate by collecting their children promptly from the classroom. Students who have not been collected will be taken to the nearest Cyclone shelter which is located at **Palmerston Senior College.**

Emergency/ Wet Weather policies and procedures

Wet Weather in School Hours: All children will be supervised inside a classroom. The School Leadership Team will patrol the grounds area – to check that children are in the appropriate places. If there is an extended period of wet weather, then activities in the hall and library will be organised.

After School: If there is an immediate threat of lightning or hard stormy rain, an announcement will be made from the office to hold all children in their classrooms. If a parent arrives at the classroom, the child can be dismissed into the care of the parent. An announcement to release the children will be made after the threat of lightning/heavy rain has passed.

Fire, Bomb and Earthquake

The school has set procedures for staff and students to follow in case of fire, earthquake, earth tremor or a bomb scare. Classroom teachers instruct their students in evacuation procedures and full school practice drills are conducted regularly.

Code of Behaviour for Students at Gray School

Gray Primary School has a zero tolerance towards any type of bullying, disrespect and disruption of the teaching and learning environment.

Students who do not abide by the school or classroom rules will be sent to their buddy class for time out, given a lunch reflection or sent to the office. When a student is displaying constant unacceptable behaviour the class teacher will contact the parent to discuss their concerns. Students who are consistently on lunch time reflection will need to meet with their parents and the Principal, or another leadership person. Reflection is supervised by a Senior Teacher where the child participates in a restorative justice session.

Gray School will not tolerate:

- Disrespect
- Assault
- Swearing
- Constant disruption to learning
- Bullying
- Vandalism

A definition of bullying

*Bullying is **repeated** verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.*

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

*Conflict or fights between equals and single incidents are **not defined as bullying**. Bullying behaviour is not:*

- children not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression or intimidation.

Social Media

Gray school is not responsible for conflict on social media. This is a parental responsibility.

PROACTIVE PREVENTION

Gray School staff work hard to support students to make good choices. A large emphasis is placed on the proactive prevention of negative behaviours rather than the consequences.

PROACTIVE PREVENTION

- Teach The Gray Way through our You Can Do It Program
- Positive Reinforcement for all students
- Consistent consequences for problem behaviour
- Effective Procedures and supervision in non-classroom areas
- Effective instruction and classroom management

SUPPORT

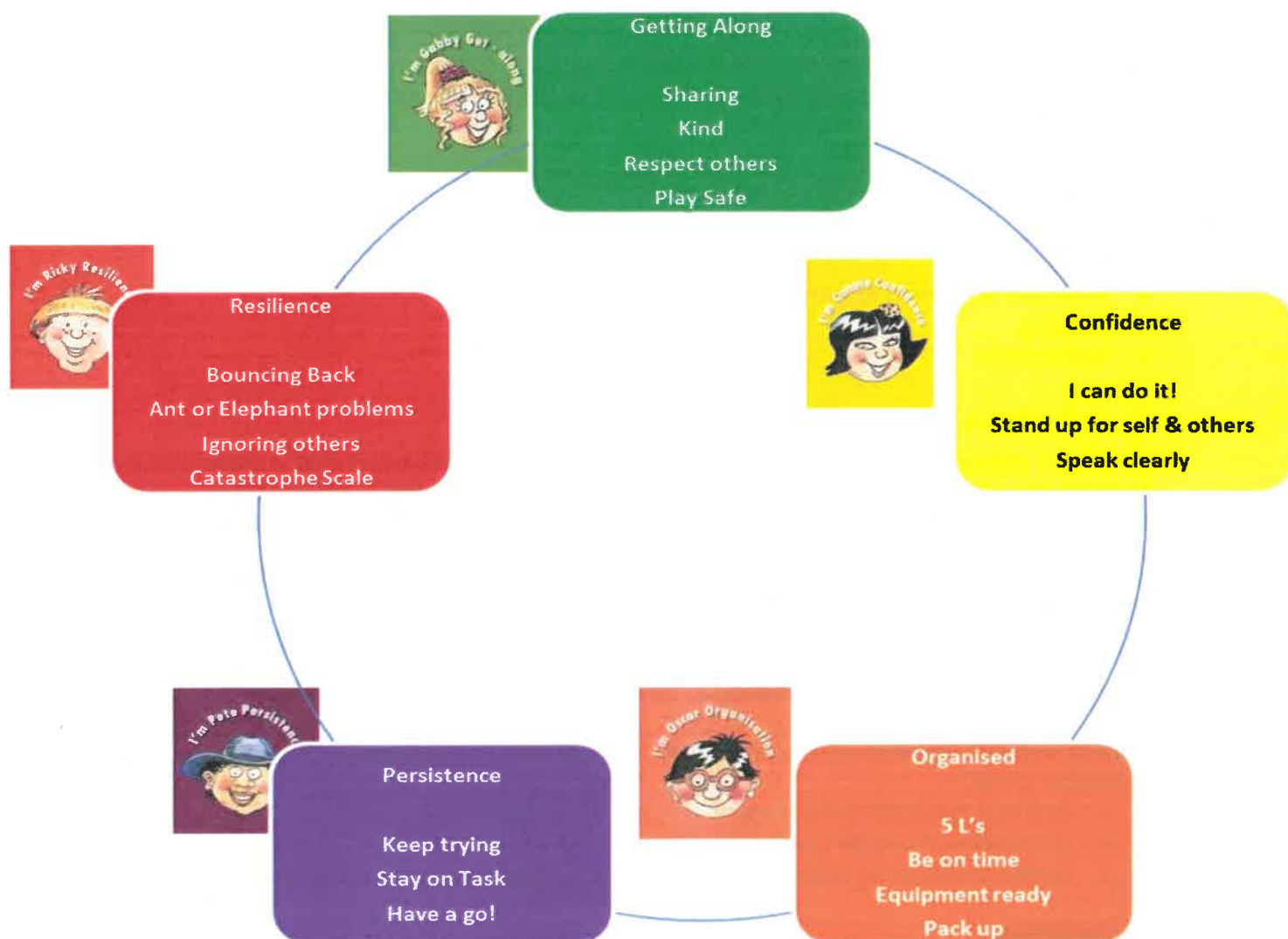
- Target social skills instructions
- Increased academic support
- Classroom management support

CONSEQUENCES

- Individual Positive Behaviour Support Plans
- Parent Collaboration
- Academic Support

You Can Do It

You Can Do It is a social and emotional program that is explicitly taught from Transition to Year 1. There are five keys (listed below) and students participate in teaching and learning activities for each key.



Curriculum

The implementation of the curriculum through the school's multilevel approach to teaching and learning encourages and develops:

- ◆ Competence in reading, writing, listening and speaking.
- ◆ Understanding and the ability to use mathematics in solving problems.
- ◆ Appreciation of skills and enjoyment in music, drama and art and craft.
- ◆ Awareness, understanding and skills in current technology - in particular competency with Information Technology and supporting materials.
- ◆ Skills in research, thinking and discussion.
- ◆ Physical skills, an awareness of a healthy lifestyle and a positive attitude to recreation that will lead to an appreciation of a healthy mind and body.
- ◆ Social and emotional learning through the "You Can Do It" program.

All teachers work from the Australian Curriculum.

Dental Unit

The Dental Unit provides free services for all students. Parents need to make appointments direct with the Dental Clinic on 8922 6466.

Emergency Contact Details

Sometimes it is important for the school to contact parents or guardians immediately, especially if your child has had an accident. For this reason, it is essential that the school has accurate, up to date records of home and emergency contacts (that is another family member or a close, reliable friend). Please inform us of any changes in phone numbers, addresses or emergency contacts on 89321700.

Enrolment

A child can be enrolled at Gray Primary School, through the front office during normal school hours. All new enrolments must attend an Enrolment Interview with the Principal or Assistant Principal before commencing school. Birth certificates are required for children starting Preschool or Transition or if enrolling for the first time in a Territory school. Schools are also required to maintain records of your child's immunisation status; therefore written proof of your child's immunisations is required. Gray Primary will accept all students whose families are residents of Gray. For students whose families reside outside of Gray enrolment is dependent on the capacity of the school to cater for the children's educational needs and class numbers. Proof of residency may be required. It is essential that parents disclose all information about their child as the previous school will be contacted.

Excursions

Excursions are organised as an extension to the classroom program to emphasise or illustrate a part of the curriculum, which cannot readily be achieved from inside the classroom. Please ensure all excursion notes are signed and returned to the school prior to the day of the excursion. Full school uniform including shoes and the school bucket hat must be worn. Students not in school uniform will not be able to attend. No student can be taken on an excursion without permission of the parent or guardian. Students who regularly misbehave at school will not be taken on excursions for safety reasons.

Electronic Devices

These should not be brought to school by students. The school is well equipped with Ipads and computers. Students run the risk of thief or vandalism if they bring their own electronic devices to school. The school will not take any responsibility for any electronic device brought from home to school.

Films/Videos

Just as reading needs to be taught as an integral part of the class program, so too does viewing. Films, DVD and T.V shows are sometimes used to enhance the teaching program.

Both fiction and non-fiction visual texts are used to develop a greater understanding of a topic and/or to teach critical viewing skills. All videos, DVD's, films are "G" rated. If a "PG" film is to be shown to the class, the teacher will seek written parent consent.

First Aid

The First Aid room is located in the front office. Treatment of minor accidents is undertaken. In the event of an accident, the school arranges appropriate first aid and, if serious, notifies a parent or emergency contact. If this is not possible, the school will arrange transportation to a doctor/hospital if required.

Food in the School

Gray Primary School is a health-promoting school. As a community we encourage students to eat healthy food. Students should not be bringing soft drinks/energy drinks and/or junk food/sugar food to school. This includes chocolate, lollies, gum and energy drinks.

Parents may bring a **birthday cake** to the school when it is your child's birthday. However, notification must be given to the class teacher two days beforehand so that the teacher has the opportunity to check if any child in the class has food allergies.

The importance of breakfast

Every student needs an adequate breakfast before they begin the day. Breakfast is important because it is the first source of energy and essential nutrients for the day. Studies carried out on the value of breakfast indicate that those who skip breakfast have a much poorer performance in the hours of late morning. Studies also show mid-morning snacks are not a suitable substitute for breakfast. The school offers a free breakfast program each morning supported by Food Bank from 7:45am until 8am.

Recess and lunch

Fridges are available in each classroom for students to store their recess and lunch. Please label all lunch boxes and containers.

Water

In this climate it is important to drink plenty of water. The school has water bubblers available for the use of students throughout the school day. However, it is preferable that all students have their own water bottle in the classroom fridge.

Footwear

Covered shoes must be worn at all times unless a teacher requires the student to remove their shoes for a specific activity. Thongs will only be accepted in an emergency and then only with an accompanying note on a daily basis.

The Gray Family Centre

The Gray Family Centre acts as the coordinating hub for many parent engagement opportunities through the school and supports families within the school community. The Centre aims to form strong, trusting relationships with families and consult with families to determine what programs and events are run in the Centre.

A number of programs that have successfully run in the Family Centre to support families include:

- Families and Schools Together (FAST)
- Playgroups such as Deadly Little Learners
- Family Yarns with The Smith Family
- Let's Read and Let's Count (early literacy and numeracy programs)
- Parent education and parent social events
- Indigenous Family Nights

The Gray Family Centre can assist families to access a large range of support services in the community and is also a nice place to meet other parents and families in the school and enjoy a coffee and a chat. For up to date event information including playgroup dates and times you can like 'Gray Family Centre' on Facebook and look for information in the school's newsletters.

Hats

Given the skin cancer research and the statistics of today, all students will be expected to stay under shade unless wearing a hat both during lessons and at recess and lunch breaks. We have a **No hat, No sun** policy. Bucket Hats can be purchased from the front office. Caps are not acceptable at Gray School.

Head Lice

To help families control head lice, parents are notified when there appears to be an outbreak within the classroom. You are asked to take immediate action in response to these notes - check the whole family, treat as required, wash towels and linen, to help control these infestations. More information is available from the Front Office. Parents/Guardians will be notified when a child has head lice and will be required to treat the child before they return to school.

Homework

YEAR LEVEL SUGGESTIONS FOR HOMEWORK

- Transition Reading 5-10 minutes per night
- Year 1/2 Reading – 10 minutes per night
- Year 3/4 Reading – 10 minutes per night
- Year 5/6 Reading - 10 minutes per night

Infectious Diseases

Gray Primary School uses National Health & Medical Research Council guidelines for exclusion for specific diseases. Please ring the front office for further information. The danger from the presence at school of students suffering from an infectious disease arises chiefly from their attendance at two periods:

- ♦ Whilst suffering from early symptoms.
- ♦ When convalescing but still retaining the infection in their person or clothing.

For their own safety, those who do not have immunisation for these diseases may also be excluded from school if there is an outbreak.

Lateness

Students are expected to arrive at school on time. Late attendees disrupt the entire class and miss important school work. Consistent lateness by students will be discussed with parents. Students arriving late must report to the office for a late pass.

Library

Students are encouraged to borrow from the school library and are expected to return all books in good condition. Any books that are lost or returned in poor condition will need to be replaced or paid for by the student. All students need to bring a Library Bag with their name on it to borrow books.

Lost Property

Lost property is kept at the office until the end of term, after which it goes to a local charity. It is strongly recommended that parents clearly label all of their children's belongings.

Make Up Policy

Students are not to wear make up to school.

Medication

The school operates under strict policy with administering medication to students. If Panadol or the equivalent is required, the school will contact the parent or caregiver. If parents require children to receive medication during school hours, they need a health care plan for this to occur. Classroom teachers are not permitted to administer medication. Any medication required to be administered must be given to the front office not to the classroom teacher. The medication needs to have with it written instruction about dosage, time to be administered and student's name. Medications required three times daily should be administered before school, after school and before bed time. This means there is no requirement for the medication to be brought to school.

Mobile Phones

Many students bring mobile phones to school so that they can be used before or after school hours to contact parents. It is the policy of Gray Primary School that all mobile phones must be switched off during the day. Gray Primary School will not be responsible for the loss or damage to mobile phones.

Money

When students or parents bring money to school, it should be enclosed in a sealed envelope on which is written the amount of money, the student's name, class and what the money is for. Money for classroom based excursions and other school based activities should be given directly to the classroom teacher. Large amounts should be brought in to the office by the parent/guardian. Gray Primary School takes no responsibility for lost or stolen money.

Newsletter

The school's newsletter is issued on even fortnights on Wednesdays and the Gray Snapshot on odd weeks, and is sent home with the oldest child in each family, including the preschool. You can choose to receive the newsletter electronically or as a hard copy.

The Newsletter is compiled by the Principal and contains information and news important to the operations of the school, together with celebrations of our successes and community news, which may be of value or interest to parents.

Parent Visits

A positive relationship between the teacher and the parent is essential to ensure the successful progress of each student. Teachers are however, unable to meet with parents during class time and parents are asked to make an appointment to discuss any of their concerns. The Principal, Assistant Principal and senior teachers are here to discuss immediate problems with parents at a suitable time.

Publicity/Media Consent

At Gray Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter and on Facebook. Occasionally photographs of students are included. Please inform the front office if you do not want your child's photo used.

Reporting

Student Progress reports go home at the end of Term 2 and Term 4. Parent/ Teacher interviews are held at the end of Term 1 and Kids as Teachers is in Term 3. All parents are expected to attend an interview. Parents can request an interview with the teacher at any time. Contact the office or the teacher directly.

Road Safety

The road crossings adjacent to the school are there to protect the students. To promote road safety, parents are asked to remind children to use these crossings and to set an example by using the crossings themselves. Children also need to be reminded that they are only crossings when the flags are out. Parents are requested to please obey the signs and road markings around the school; and to remember the 40km/h speed limit enforced between 7:00am and 5:00pm.

School Council

The School Council is a team of committed parent and staff representatives of the whole school community. The Council is a means to ensure parents have a voice in the future of Gray School. The Council holds two meetings a term and all parents and interested community members are welcome to attend. The School Council is always looking for more members. If you would like to join or would like more information, please speak to the Principal or School Council Chairperson.

School Hours

8.15am	Music rings- students assemble outside classrooms
10.00am	Bell rings for students to go out and play
10.30am	Music plays for students to line up (recess eaten under supervision)
10.40am	Finish eating – classes resume
12.30pm	Bell rings for students to go out and play
12.55pm	Music plays for students to line up (lunch eaten under supervision)
1.10pm	Finish eating – classes resume
2.30pm	School finishes

School House Teams

Each student in the school is placed in one of the four House Teams. Brothers and sisters are placed in the same house. As the original people living in this area were the Larrakeyah people, the houses are named in their language.

KULAMINGI - Blue (Name of a Larrakia man)

YUENGI - Green (Name of a Larrakia lady)

BILINGIDA - Yellow (Wild dog)

GUTH GUTH - Red (Possum)

Smoking on School Grounds

Tobacco Control Act 2002

This act commenced on January 1st 2003, and it bans smoking in public and work areas, including educational facilities. The effect of the Act is to ban smoking by all persons who attend school buildings or grounds, including teachers, students and visitors.

Student Leadership Council (SLC)

The SLC consists of 2 students from each year class from Year 3-6. Elections are held to elect the SLC representatives. SLC meetings are held regularly following meeting procedures with a teacher as a mentor. The elected members of the SLC are expected to:

- ◆ Be leaders within the school, particularly their year level.
- ◆ Take requests/needs of the students to the staff.
- ◆ Report back to their class.
- ◆ Act as ambassadors and delegates for the school.
- ◆ Write newsletter items when appropriate.
- ◆ Run special assemblies.

Trespassing

Gray School welcomes legitimate community use of school grounds and facilities for authorised activities. However, the caretakers have been directed to call police if persons are seen loitering, or abusing school property. Under normal circumstances, unaccompanied students should not be in the grounds before 7.30 am, after 4pm, or on weekends. ***The school gates will not be unlocked until 7.30am on school days.***

Uniforms

School Uniform is mandatory for all NT schools. Uniforms support self-esteem, promote school team spirit and are designed for economy and convenience. Uniform items are sold at the Front Office. When representing the school, and on excursions, uniforms must be worn. The uniform consists of a blue, grey and white shirt and black skirt or shorts and a blue bucket hat. Covered shoes must be worn at all times.



Facebook

Gray School has a Facebook page. We use this as another way to communicate with our families and our community. Make sure you 'like' us!