


Gaven State School

Welcome

Universal Street

GAVEN OLD 4211

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WELCOME FROM THE ADMINISTRATION TEAM



This booklet contains information that is important to new families or prospective parents of the school. It contains many of the school policies and aspects of the school that we hope you will find useful as new parents.

Gaven State School has been on this site in Universal Street since 1995. The enrolment grew quite rapidly to peak at eight hundred and sixty students in 2001 and is now a comfortable five hundred and ninety. The school delivers a quality educational program to all our students with a particular emphasis on English, Maths and Science. Our teachers are very committed professionals and always happy to discuss your child's progress. We encourage you to meet with your child's teacher from time to time throughout the year.

To a large degree the success of this school mirrors the great support given by parents and the community. This community is a young, enthusiastic and caring one. We're sure your family will soon feel a comfortable part of it. Please support school activities, P & C meetings, activities and community functions as you are able.

Our school has developed a four-year plan that we call our Strategic Plan. Copies of this plan and our Annual Improvement Plans are available from the office for your perusal.

We would like to welcome you and your child/ren to our school and am sure you will enjoy the many and varied educational experiences it offers. If we can be of assistance at any time please contact us on (07) 5514 7333 to make an appointment to see either myself or the Deputy Principal and we will be more than happy to oblige.

Phillip Carleton
Principal

Sandra Thompson
Deputy Principal

SCHOOL CREED

I am proud to be Australian and promise to do my best work.
Be truthful, courteous and helpful to my classmates and teachers.
Together we will make the Gaven State School a place of learning and success.
Me, you, all of us, the Gaven Community.



SCHOOL PROFILE

Physical Location:

Gaven State School opened in 1995 in the hinterland area of Gold Coast north district. It is situated approximately 50 minutes from Brisbane and 15 minutes from Southport. Gaven State School services the areas of Gaven, Gaven Heights, Oxenford, Pacific Pines and Studio Village.

Students:

Gaven State School currently has approx 590 students enrolled from Preparatory Year to Year 7.

CURRICULUM

Gaven State School provides a curriculum delivered through the Australian Curriculum and Essential Learnings. The subjects – English, Mathematics, Science and History have been implemented as part of the Australian Curriculum in 2013 and Geography will be implemented in 2014. All other subjects are implemented through integrated units of work as part of the Queensland “Essential Learnings Curriculum”. All units of work are co-operatively planned and delivered by the year level teachers. Culmination Days at the end of each term celebrate the successes of the students and showcases their efforts in achieving the set outcomes for that term. Parents and friends are invited to attend the Culmination Days. Dates for these days are advertised in our newsletters/emails to parents.

Core learning areas of Literacy and Numeracy are given the highest priority. Each child at Gaven State School is involved in an Instructional Reading Program designed to have children being instructed in reading at their own level.

EXCURSIONS

At times throughout the year, children will have the opportunity to participate in educational excursions. These excursions are deemed to be of educational value and interest. Details of the excursion will be sent home with a permission slip and medical form to be completed and returned to school together with any monies required for the cost of the excursion.

HOMEWORK

This is considered to be an integral part of each classroom’s program. The extent of what is offered and the minimum time taken varies across the year levels, but complements work being investigated in the classroom. We ask you to take an interest and support the Homework Policy of your child’s class and encourage your child to develop the necessary home study skills. If problems occur with homework, please discuss them with your child’s teacher.

L.O.T.E

This school offers Japanese as the Language Other Than English (L.O.T.E) to students in Years 6 – 7.

RESOURCE CENTRE

The Resource Centre houses our resource collection and provides a vital service for teachers, students and parents alike. Borrowing time is two weeks. The number of items each child is allowed to borrow depends upon their year level. Children must have a library bag to borrow. This is supplied through the Student Resource Scheme. Lost or damaged books must be paid for at replacement cost. This is a parental responsibility.



MUSIC

A Music Specialist is based at our school and our classes are conducted in the music room. The school has a choir, a school band and a string ensemble. Membership is based on a commitment to attend regular practice sessions.

An Instrumental Music Program caters for children from Years 3 – 7. Instruction by two qualified instructors in Brass, Woodwind, Percussion and String instruments is offered once per week. Entry to the program is again based upon commitment to regular practice, attendance at sessions, including band practice and aptitude. The school has instruments for hire.

TECHNOLOGY

Gaven State School has 2 fully functional computer labs where classes can go as a group to work on their computer skills. The whole school is networked so that students can access the network and the internet from any computer terminal in the school. All students are required to have an Internet Agreement signed by themselves and their parents to enable access to the World Wide Web. The labs are available for personal use at both daily recesses.

All classrooms are equipped with an electronic whiteboard which is widely used to engage students in the curriculum. The school also has a growing iPad collection and is installing wireless throughout the classrooms. Parents are able to let students 'Bring Their Own Device' (BYOD) to participate in lessons if requested by the teacher. A BYOD form is sent home for parents to sign before this occurs.

PHYSICAL EDUCATION

Our school has a full time P.E. teacher ensuring that each class has one 30 minute specialist lesson per week. The program aims at developing co-ordination and physical skills used in sport and leisure activities. In Term 4 all classes attend swimming lessons at an extra cost to parents and additional to the normal PE lesson.

INTERSCHOOL SPORT

Students from Years 5 – 7 participate in a variety of team sports representing our school in the Interschool District Competition, which takes the form of 4 cluster days each year. The cost of transport and some fees are required to be met by parents.

SCHOOL HOUSES

Your child will be assigned to a Sports House upon enrolment. The school has been divided into three house teams:

Amaroo: Blue

Koorong: Green

Wallaba: Yellow

Annual inter-house competitions are held in athletics, cross-country running and swimming.

RELIGIOUS EDUCATION

The school offers Religious Education to each class for 30 minutes per week. These classes are conducted on Wednesday. All major denominations have agreed upon a curriculum. It would be anticipated that all children would participate; however, if parents do not wish their child to participate a note to this effect should be sent to the school.



REQUIREMENTS OF STUDENTS

RESPONSIBLE BEHAVIOUR PLAN

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

At Gaven State School, our purpose is "To make a positive difference for each and every child, each and every day."

We believe that in order to realise our vision we need to create an environment that is safe, supportive and disciplined which respects and values

- the rights of all students to learn
- the rights of teachers to teach
- the rights of all to be safe

Our Responsible Behaviour Plan, which forms part of this enrolment package, clearly defines responsibilities of school communities, students, parents, carers, schools and Principals in order to uphold and recognise the significance of appropriate and meaningful relationships.

The plan is premised on the notion of "You own your own behaviour." (YOYOB) This notion is linked to "Choice Theory", where students own or choose their behaviours and take responsibility for the consequences whether they are positive or negative.

SCHOOL UNIFORM

The wearing of the compulsory school uniform is valued by our school community as it promotes pride in our school. This view is also supported by our school's P & C Association. Hats are an essential part of the uniform and are expected to be worn whenever students are out of the classroom. Black sports shoes or runners must be worn at all times.

ATTENDANCE AT SCHOOL

Regular and punctual attendance is required under the provisions of the Education Act and is essential for success at school. Notes or telephone messages are required to explain all absences from school. Notes are required if students are to be excluded from any school activity. Written parental permission must be sighted and endorsed by Administration before students are allowed to leave the school grounds during school times. Should parents arrange for someone else to collect their children it is essential that prior notice be given.

Late arrival and early departure from school are to be recorded in the registers maintained at the office. The school absentee line is 5514 7366.

SCHOOL REQUISITES

The school operates a Student Resource Scheme that includes all stationery, textbooks, glue, pencils, library bag, headphones etc. This can be paid in full prior to the end of the school year for the following year's books or a deposit can be paid and three instalments in the new school year. A Parent Agreement Form must be signed to participate in the scheme. A note is sent out in Term 3 each year that explains the cost and payment options.



SCHOOL ROUTINE

VISITING THE SCHOOL

To support our security and safety initiatives, visitors during school hours are required to come to the school office and be issued with a Visitor's Pass or a Parent Helper badge. Staff and students know to report anyone in the school grounds who is not wearing a visitor's pass or a badge for follow-up by school staff.

It is a Workplace Health and Safety requirement that we know all personnel on the school grounds and where they are. In the event of an emergency such as a fire, this knowledge will ensure we can account for everyone, and may help us save a life.

LEAVING THE SCHOOL GROUNDS

Having arrived at school in the morning, children are not permitted to leave the school grounds until they are dismissed at 3:00pm. If you need to collect your child prior to 3:00pm you will need to collect an early departure slip from the office before going to the classroom.

APPOINTMENTS

Parents are welcome to discuss children's problems or other school matters with members of the administration team or class teachers. It is requested that appointments be made for this purpose so that a convenient time can be selected.

ILLNESS

Students who become ill at school are to come to sick bay located in the administration building. Parents are then contacted so that they can collect their child. To view the QLD Government Department of Health 'Time Out' poster go to http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

SCHOOL REPORTS

Written reports are issued twice per year; at the end of each semester. The information contained in the report is a summary of your child's achievement and effort in learning areas studied during the semester. The report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Parent interviews will be offered at the end of term 1 and 2 and also available upon request at any time.

ASSEMBLY

Separate junior and senior assemblies are conducted each week in Woodgate Hall. Senior assembly is on Monday and junior assembly is on Tuesday starting at 2.20pm. These occasions allow celebration of individual successes, student performances and important messages to be given to students. A whole school assembly is held approximately every 4th Monday. Parents are invited to attend the assemblies.

EVACUATION

The 'siren' alarm on the school's electronic bell system signals evacuation. The whole school practises this procedure at regular intervals.

DOGS

Occasionally dogs are attracted to the school environment either following children to school or straying into the grounds. Dogs and large groups of children are not compatible and constitute a danger and a health hazard. It is therefore the school's policy that any dogs appearing on the grounds will be removed by the relevant authority. Parents are also asked NOT to bring dogs/family pets to the school for any reason.



TRESPASSING/SECURITY

Being on school property out of school hours without permission constitutes trespassing. Police keep schools under surveillance out of hours and are keen to apprehend trespassers in an attempt to reduce vandalism and wilful damage to school property. Parents are asked to emphasise the above with children so that they do not enter school grounds after school or at weekends with the exception of the oval and basketball courts.

SCHOOL BUS SERVICES

The local provider of the school bus services for Gaven State School is Surfside Buslines. Parents are directed to confirm eligibility and availability of a Student Bus Pass by telephoning Surfside's Customer Service (5502 7122) Timetable Information is available by telephoning TRANS INFO 13 12 30.

BIKES/SCOOTERS

Students may ride bikes/scooters to school; however, helmets must be worn and bikes/scooters are to be walked whilst on school grounds and across school crossings. All riders are to observe the road rules. It is recommended that bikes be chained and padlocked to the bike racks near the bin compound at the front of the school and a spare key lodged at the office.

SCHOOL CROSSINGS

There are two supervised crossing patrols. One is on Pinevale Drive, the other at the top end of Universal Street. These are supervised between 8am and 9am in the morning and 2:45pm and 3:15pm in the afternoon, Monday to Friday. Please use these crossings and encourage our students to use them.

Crossing Universal Street or Pinevale Drive at places other than the supervised crossings places you and your child in a potentially dangerous situation.

DAILY TIMETABLE

Classes commence at 8:50 am and concludes at 3:00 pm. During this time various bells will sound to indicate lunch breaks etc.

Bell times are:

8:45am	Get Ready Bell
8:50 am	Class Begins
8:50 am – 10:50 am	First Session
10:50 am – 11:30 am	Lunch (11:25 get ready bell)
11:30 am – 1:00 pm	Middle Session
1:00 pm – 1:40 pm	Afternoon Recess (1:35 get ready bell)
1:40 pm – 3:00 pm	Afternoon Session
3:00 pm	End of Day

No child is required to be at school before 8:30am. Exceptions may include organised music or sports practice. Be advised that there will be no teachers on duty before school and this period is designated as "walk & talk" time.

ENROLMENT PROCEDURE

All enrolments are conducted by the Administration Team. To enrol your child the following are required;

- A birth certificate, unless transferring from another Queensland school.
- Proof of residency/citizenship status and visa (if from overseas)
- A copy of any official documentation relating to custody or family issues



- Details of any specialist care given, eg speech therapy.
- Any of your child's report cards or books from their previous school

SCHOOL FINANCE

The payment window is opened on **WEDNESDAY AND FRIDAY MORNINGS 8:15am-10:00am**
To avoid lengthy waits at the payment window we encourage payment by direct deposit. Monies can be paid directly to the schools bank account. Please see details below:

School's Bank Account Name: Gaven State School General A/C
BSB Number: 064-469 (CBA Branch Nerang)
Account Number: 10000479
Reference/Details: Please put students name and what you are paying for in your bank description/details box eg: TSmith Swimming. If insufficient details are supplied, payments will be applied to the oldest debt for that family/customer.

DONATIONS

The school can utilise many items which enhance the programs we offer the children. Many are materials which are usually thrown away:

- Cardboard/paper
- Carpet pieces
- Material offcuts (timber, cloth, plastic containers etc.)
- Computer paper (new and used)
- Containers; cupboards, shelving, display boards etc

If you can donate any of these items please give them to your child's teacher.

SMOKING ON SCHOOL PREMISES

Parents/Guardians are reminded that under current legislation smoking is not permitted on the school grounds.

SCHOOL SERVICES

COMMUNICATION

A newsletter is available by email each fortnight. News, forthcoming events and matters we think will be of interest to parents are contained in these notices. Families without email access can collect a hard copy from the school office. We also regularly send out communication via EMAIL, SMS and FACEBOOK <https://www.facebook.com/pages/Gaven-State-School-Parents-and-Citizens-Association>

STUDENT COUNCIL

A group of students from the upper grades are elected annually for a student council. This student body meets regularly with the Principal or Deputy Principal and teachers. It gives students a forum to express needs and enables them to take part in the government and organisation of the school.

A role of the Student Council is to engage in fund raising to benefit the school and local charities.

SCHOOL CHAPLAIN

Gaven State School has a school Chaplain (Chappy) on site. Chappy organises student support groups which can assist students with issues such as self esteem, self confidence, anxiety and friendship problems. Once a week Chappy also runs our 'Breakfast Club' where students can come and have breakfast before school. Please see the office if you wish to make an appointment with Chappy.



SCHOOL PHOTOGRAPHS

School photographs are taken each year towards the end of Term 1 in the form of class groupings and individual portraits. Parents are given the opportunity to purchase the selection of their choice.

DENTAL SERVICE

The school is visited each year by the School Dental Van. A complete dental service, including specialist referral, is offered to all children from Prep – Year 7 free of charge. If you should have any dental queries please ring the Oral Health Call Centre on 1300 300 850.

SCHOOL BANKING

If your child has a Commonwealth Dollarmite bank account, Tuesday is banking day. Your child must bring their bank book to the student window where details of the transaction will be entered and the bank book will be returned to your child via the class teacher.

If your child wishes to open a new bank account, forms are available from the school office.

LEARNING SUPPORT SERVICES

Students with learning difficulties are resourced and supported through the expertise of a Learning Support Teacher.

The services of specialist support, such as Guidance Officer, Behaviour Advisory Teacher, Speech, Language & Pathology Therapy, are available on a needs basis determined by school and regional priorities each semester.

Visiting teachers will visit our school to provide their expertise, where required, to support students with disabilities or English as a Second Language (ESL). If your child requires the services of these teachers, you will be notified as to the extent of the service and when and where it is being provided.

TUCKSHOP

The P&C operates a tuckshop for the convenience of school families and to raise additional funds to support P and C activities. The tuckshop operates Monday to Friday under the supervision of a convenor paid by the P and C. The preparation and serving are carried out by the convenor and volunteers who are rostered to help.

If you are interested in helping out, this is a rewarding and interesting way of getting to know more members of the school community.

OUT OF SCHOOL HOURS CARE

A quality supervised before and after school care program is conducted in school facilities by the PCYC on a user pays basis. For more information about the service contact the PCYC co-ordinator (0409 740 337).



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