

Grantham State School

Parent Handbook



*A supportive community that nurtures and empowers students to be curious,
creative and caring citizens.*

Principal's Message

Welcome to Grantham State School. This parent handbook is designed to acquaint families and the school community with the information they need to understand the procedures, organisation and expectations of our school.

Whether your child is coming to school for the first time or continuing their education, I would like to assure you of our genuine interest in every aspect of their development. We as teachers are just as motivated as you, as parents are, to ensure that your child will grow socially, achieve academically, find happiness, success and security and develop a love of learning.

To achieve our goals, we need the assistance of all parents. You as parents are your child's first teachers and we rely on your active interest, encouragement and support. You are invited to visit the school to discuss aspects of your child's learning and to become a member of our team of voluntary helpers.

Grantham State School has the latest technology available to students and teachers. Our classrooms are modern learning environments that cater for all students. We are committed to providing students with the necessary skills to operate in a rapidly changing world.

Our small school is very family orientated and it is a place where students are taught to care for each other in a multi-age classroom environment. Multi age learning environments offer great benefits to students and teachers. Take the time to visit your child's classroom and talk to our wonderful staff here at Grantham. I am sure you will be impressed with the support and care our staff provides.

Together we can make this year one of success for your child. I wish you a positive and rewarding time at our school.

Rebecca Cavanagh

Principal

Administration

Postal Address:	15 Victor Street	
	Grantham QLD 4347	
Email:	admin@granthamss.eq.edu.au	
Website:	www.granthamss.eq.edu.au	
Facebook:	Grantham State School	
Contact details:	Telephone	07 5468 3777
	Mobile	0435 224 313
Principal	Rebecca Cavanagh	
Administration Officers	Helen Van Luyn	
	Kelly Donnelly	
Office hours	8:15am – 3:30pm	
Bell Times	Commencement	8:50am
	First Break	11:00am
	Second Break	1:00pm
	Finish	3:00pm

Term Dates for 2022

Term	Dates	Length
Term 1	Monday 24 January – Friday 1 April	10 weeks
Term 2	Tuesday 19 April - Friday 24 June	10 weeks
Term 3	Monday 11 July - Friday 16 September	10 weeks
Term 4	Tuesday 4 October - Friday 9 December	10 weeks

Statement of Purpose and Vision

Our mission at Grantham State School is:

To provide our students with a high quality education in a supportive and inclusive environment. We aim to prepare children to be successful and happy people who make valuable contributions to their local and global communities.

Our school vision is:

To nurture a supportive community of curious, creative and empowered learners

Our values: At Grantham School, our kids know how to be Ready, Respectful & Safe!



The infographic is divided into two main sections. The left section features the school crest at the top, which includes the motto 'HONOUR BEFORE HONOURS'. Below the crest, the words 'Ready', 'Respectful', and 'Safe' are listed vertically in a large, dark font. The right section contains detailed bullet points for each value:

- Ready**
 - Right place, Right time
 - Be organised
 - PALS (Participate, Attend, Listen, Stay on Task)
- Respectful**
 - Be polite and use good manners
 - Be considerate
 - Follow staff directions
 - Be kind
 - Take care of property
 - Be honest
- Safe**
 - Use the High Five (Ignore, talk friendly, walk away, talk firmly, report)
 - Actively prevent bullying – stand up for others, report to an adult (Think)
 - Use equipment for its intended purpose
 - Move around the school safely
 - Report hazards



Facilities

Grantham State School is situated in the Lockyer Valley Region, 10 kms from Gatton and 30 kms from Toowoomba.

Our school facilities include:

- Multiple classrooms
- Air-conditioning in all classrooms
- Administration block
- Library
- Multi-purpose Room
- Recreational court for tennis, netball, basketball and volleyball
- 3 separate playgrounds
- Soccer field
- Vegetable gardens
- Interactive whiteboards in every class
- Computers in every classroom, access to high quality laptops, ipads and digital cameras



Enrolment

Enrolment packages are available at the school office and online at our website. It is a requirement that children must be aged 5 by 30 June, in the year they start Prep.

When enrolling please bring the following (if relevant)

- Birth certificate or passport (incl. visa if coming from overseas)
- Emergency contact details
- Doctor's details
- Medicare number
- Medical details
- Reports/Assessments from previous schools, doctors or specialists
- Any legal documents relating to custody of children

Multi-age Learning and Teaching

In Queensland there are many schools that have mixed-age classes. Some of these schools have chosen to organise their classrooms by deliberately grouping children in multi-age groups.

Research has highlighted the benefits for both teachers and children when learning and teaching in a multi-age classroom. Benefits include more holistic, child-responsive curriculum practices that consider the understandings, capabilities and dispositions that children need for future work e.g. working in diverse environments that seek workers who are multi-skilled, literate, cooperative, creative, adaptable, independent and resourceful.

Other benefits include:

- Teachers concentrate on what children can do, rather than what they can't do.
- Children mix freely and are encouraged to work and play together.
- Children enter a class where there are older children, so settling in is much easier.
- Seamless links between levels of learning
- Develop strategies and routines where children serve as "teachers" to others within and across different year levels

Excursions and Camps

Class excursions are undertaken to enhance the learning experiences in classrooms. Parents are advised of such excursions through the newsletter and letters sent home and are asked to sign permission forms to allow students to participate. Children in Years 5 & 6 may also be given the opportunity to attend camps.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.



Languages

Language other than English is a mandatory part of the curriculum for Years 5 and 6. However, at Grantham State School, languages are taught from Prep – 6. German is the language taught at our school.

Student Health and Wellbeing

Many services are available to students to support their learning and/or social and emotional wellbeing. These services are provided by a range of staff members including:

- Guidance Officer
- Support Teacher – Literacy and Numeracy
- Support Teacher – Students with Disabilities
- Advisory Visiting teachers
- Behaviour Specialists
- Speech Pathologist
- Physiotherapist
- Chaplain

Chaplaincy Program

Our chaplaincy program provides care and support for students through programs such as:

- Lunch time programs
- After school programs
- Leadership programs
- Attendance at camps and excursions
- Support for parents and students

Policy Statement

- A state school community can engage a chaplain or student welfare worker to complement other support services in the school. Chaplaincy or student welfare services may offer students, staff and parents with social, emotional and spiritual support by providing an additional adult role model in the school, and enhancing engagement with the broader community.
- Chaplaincy and student welfare worker services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs. Chaplaincy and student welfare services are provided at the discretion of the school principal, in consultation with the school community.

Volunteering in the Classroom

- We welcome the support of parents and community members in assisting with the task of educating our students. If you are interested in supporting in this way please talk with your child's class teacher in the first instance.

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Catholic Religious Instruction

Authorised program: Catholic Religious Instruction Program

Aims and goals: Education in religious matters and development of religious understanding

Lesson structure: 30 minutes per week

CEP Connect

Authorised program: Cooperative Faith Group

Aims and goals:

- To enable an understanding of the Christian faith and values in an age and developmentally appropriate manner.
- To experience skills in reading and understanding the Bible.

- To deepen and enrich the student's experience of the life and love of God revealed in Jesus Christ.

Lesson structure: 30 minutes per week

Corma Program

Authorised program: Celtic Corma Australia

Aims and goals: To provide religious instruction to participating students

Lesson structure: 30 minutes per week

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- Health Education focussing on Personal, Social and Community Health
- Reading

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

Music Program

Music

Students from Grades 1 - 6 attend weekly music lessons with our music teacher.

Choir

The choir is open to students in Years 3 – 7.

Instrumental Music

Students in Grades 4 – 6 are invited each year to participate in the instrumental program. Currently students choose from saxophone, trumpet, trombone, rhythm and bass guitar. However, the school has plans to expand this program in the future.



Sport

As a member of the Caffey Small Schools Cluster, we join with other small schools in our area to compete in athletics, ball games and swimming carnivals. Throughout the year there are also opportunities to participate in an interschool competition in soccer, netball, cricket and softball carnivals. We hold our annual Cross Country race on the school grounds. Qualifying students are given the opportunity to compete at the annual Zone Cross Country Race held at Lake Apex in Gatton. Students are selected from these events to represent at a regional, state or national level.

Inter-house

Our three house teams at Grantham are **Murray**, **McCosker** and **Fielding**. During the year, the school has a number of inter-house sporting competitions. These are fun days promoting student involvement in sport.

Swimming

All students attend swimming lessons, from Prep – Year 6, in Term 1 or Term 4. All students are expected to participate, unless there is a medical reason, as swimming is a vital life skill.

As we are a Sunsmart school, students must wear a swim shirt and sunscreen for lessons.



School Operations

Compulsory Attendance

Every parent of a child of compulsory attendance age shall, unless some reasonable excuse exists, ensure that the child attends school each school day.

Examples of a reasonable excuse as defined by the Education Act include:

- Sickness
- Temporary or permanent infirmity
- Unavoidable cause
- Fear of infection from disease

Absence notification process

Please remember to call the school on 5468 3777 (you can leave a message on the answering machine if the office is unattended), sending a message via text to our mobile phone on 0435 224 313 or email at admin@granthamss.eq.edu.au early in the morning if your child is going to be away or late for school so your child's absence can be recorded correctly.

Same day notification

Our school will contact parents as soon as practicable on the day if a student is not at school and we don't know why. This is a legal obligation to ensure the safety of your child. If you are advised by the school that your child is away without a reason, please contact us as soon as possible by calling 5468 3777, messaging 0435 224 313 or emailing admin@granthamss.eq.edu.au to let us know where your child is. We will follow-up with parents if no response is received.

Student Code of Conduct

When students enrol at Grantham State School, the student and parents commit to following the Grantham State School Student Code of Conduct. The plan is provided in the enrolment pack and is also available on our website.

Arrival at School

It is advisable that children come to school no earlier than 8:30am. Students who arrive earlier are required to make their way immediately upon arrival to the library and remain there until 8:30am.

Students arriving after 9:00am are required to be signed in late at the office by an adult. Late arrivals are closely monitored and if there are frequent late arrivals parents will be contacted.

Departure from School

Children are to be promptly collected after school by no later than 3:15pm. The school has a designated pick up zone for this purpose. Students who walk or ride home are not to linger in the grounds and are to leave directly after the bell. Students who are catching the bus are to make their way directly to the school pick up zone.

Students are not permitted to leave the school grounds during the school day without being signed out by an adult. Parents/carers must report to the office and sign out their children. The administration officer will then contact your child's class. Parents are not to interrupt classes to collect their children and must remain at the office until their child arrives.

Bus Travel

Bus students will be supervised in the morning and in the afternoon. Parents are advised to educate their children about safety, manners and behaviour associated with travelling on public transport. While students are in their school uniforms they are representing our school. Children are expected to represent our school well on public transport and if there is a repeated failure to do so, parents will be contacted.

While children are travelling on buses in school uniform they should observe the following:

- When getting on the bus students should wait till the bus has stopped and enter the bus in single file.
- When on the bus students should use quiet talking voices, not lean out of windows or throw things, sit well back in the seat in case the bus stops suddenly, always remain seated and remember that best behaviour is the best way to remain safe.
- When exiting the bus, children should wait until the bus has come to a complete stop, thank the bus driver and assemble quietly as directed by the teacher.

Parades

During the term there are special parades to celebrate attendance and behaviour.

Lost Property

Lost property items may be collected from the lost property box located under the main building. Please name all clothing, lunch boxes, drink bottles, hats and bags to enable us to find the owner. All items left at the end of each semester will be made available for purchase as second-hand items in our school uniform shop or disposed of.

Newsletters

Newsletters are sent home fortnightly via email. The newsletters contain important information about school events and issues. Parents can also stay up-to-date by visiting our school website

www.granthamss.eq.edu.au

Mobile phones, cameras and other Electronic devices

If there is a need for students to bring a phone, camera or any other electronic device to school, use of these devices is not permitted on school grounds. On arrival at school, students must hand in their phone, camera or electronic device to their class teacher and they must be present to collect it after 3:00pm.

No liability will be accepted by the school in the event of loss, theft or damage.

Road Safety

A school crossing supervisor is in operation between 3:00 and 3:15pm. Students and parents are requested to use the crossing.

Visitors

All visitors are to report to the office on arrival and sign the visitor's book. This includes members of the P&C, and parents assisting in classrooms and tuckshop/snackshop. This is required for Workplace Health and Safety reasons.

Emergency Contact

Despite every precaution being taken, accidents and emergencies do occur. In the case of minor accidents, we contact the parents and await further instructions. Please note that we will contact parents immediately if a knock to the head has occurred, or is suspected to have occurred, regardless of the severity of the injury.

If the accident is serious, an ambulance will be called immediately and the parents will be advised accordingly.

It is essential that your contact details are kept up to date so that we can contact you in emergency situations.

Medication

If your child is prescribed medication by a medical practitioner and this is to be taken at during school hours, Education Queensland regulations state that:

- The parent or guardian must complete an Administration of Medication form available at the school office and from the school website.
- The student's medication, must be prescribed by a qualified health practitioner, be in its original container and have an attached pharmacy label with student's name, dosage and health professional's name stated on it. The medication must be handed in at the school office.

- Non-prescriptive medication should not be brought to school and will not be administered by school staff.
- Exclusion from school – Children suffering from infectious disease (chicken pox, measles, school sores etc) may be excluded for varying lengths of time.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Complaints Management

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education. The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have. To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- present a clear idea of the problem and your desired solution
- provide all relevant information when making a complaint and inform the department of any changes impacting on your complaint
- understand that if a complaint is complex, it can take time to assess, investigate and resolve
- be respectful and understand that unreasonable conduct will not be tolerated by school, regional or departmental staff

For complaints about school matters, you are encouraged to use the following three step approach:

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The staff member will make a record of your complaint and work with you to come to a resolution. Complaints to the principal may be lodged in person, by telephone, writing or via email.

3. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training [regional office](#). You need to submit a [Request for internal review form](#) within 28 days of receiving the complaint outcome. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

4. External review

If you are dissatisfied after the internal review, you may wish to contact a review authority, such as the [Queensland Ombudsman](#) or [Queensland Human Rights Commission](#), and request an independent, external review.

Dress Code

The P&C association of Grantham State School supports a student dress code and endorses the school uniform. The association believes that a school student dress code promotes the objectives outlined in the Education (General Provisions) Act 2006. In particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non- students of the school.
- Promotes an effective teaching and learning environment by fostering a sense of belonging and assists our anti-bullying strategies.
- Fosters mutual respect among individuals by minimising visible evidence of economic, class or social differences.
- Assists the school to comply with the requirements of the Workplace Health and Safety Act.

Uniform

Our school uniform consists of the following items:

Unisex: Royal blue polo shirt with school emblem. Royal blue shorts and skirts. White socks

Optional Girls: Royal blue check dress with monogram on front.

Winter uniforms: Royal blue track pants and top or zip jacket with side pockets.

Shoes: Fully enclosed shoes that are suitable for playing. (i.e. joggers)

Students in all year levels are required to wear the complete school uniform in a manner which promotes a positive image of the school to the community. Uniforms are to be worn to and from school, at school, at school events and on excursions.



Make-up, Hat, Hair and Shoes

- Hair should be kept in a clean and tidy manner.
- It is recommended that hair below the shoulders is tied back.
- Hair accessories should be in school colours of royal blue or hair colour.
- Hair colour should be kept within the normal natural hair colour.
- The wearing of make-up is not permitted except for medical reasons. Examples of make-up that should not be worn includes: nail polish, coloured face make-up, lipstick, glitter, mascara, coloured lip balm.
- Shoes must be flat, secure, safe and suitable for all school activities including sport. Students should not wear slip on shoes.
- Students must wear the school hat with a wide brim. No Hat = Play in the shade

Jewellery

Any items of jewellery must be kept to a minimum and must not detract from the overall neat presentation of students, otherwise the student will be asked to remove the jewellery.

Students may be required to remove jewellery in classes where injury may be a concern.

Jewellery items are limited to one watch, studs or sleepers in the ear, small cultural or religious items on long chains beneath uniforms and not visible. No other jewellery is to be worn to school. Fake tattoos should be removed or hidden.

Some examples of approved jewellery include:

- Signet ring
- Watch
- Maximum of two studs or sleepers in each ear lobe

Some examples of jewellery which should not be worn include:

- Chains
- Necklaces
- Anklets
- Bangles

Due to workplace health and safety concerns, body piercing is not permitted other than as mentioned above.

Consequences for Non-compliance

For cases of non-compliance with the Dress Code, a variety of steps may be taken such as:

- Advising the student s/he is not following the dress code and seeking their support
- Advising the parents and seeking their support
- For families who suffer economic hardship, the school, at its discretion, may offer assistance to families to ensure that students comply with the dress code.

The school may choose to impose sanctions for non-compliance. These consequences would occur on a once only basis per episode of non-compliance. Consequences are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Imposing a detention for a student during lunch time
- Preventing a student from attending or participating in any activity for which the student is representing school
- Preventing a student from attending or participating in any school activity that is not an essential school educational program.

TRAVEL TO AND FROM SCHOOL

Details of the current bus runs which come to Grantham State School are included in the enrolment package. Please contact the bus company with regards to using the bus service. Additional pick up points will need to be arranged directly with the bus company.

Conveyance Allowance

Education Queensland will pay an annual allowance to parents who transport their children to school. A student who lives more than 3.2km from the nearest primary school would be eligible to claim this allowance. If you are in this category, please contact the school for the necessary forms. Forms are also available from the following website:

<http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes/School-Transport-Assistance-Scheme.aspx>

Parents and Citizens Association

The Parents and Citizens Association is comprised of parents of children at the school and members of the community in partnership with the school to create the best possible learning environment and opportunities for all students.

The P&C meets at 3:15pm on the fourth Monday of each month. All parents are welcome to attend the meetings. Active participation in the P&C is a great way to support your children and involve yourself in the school community.

Tuckshop

Tuckshop/snackshop is currently operating every Friday.