A vibrant school community that values diligence, creativity, integrity and empathy.
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 his/her education, I would like to assure you of our genuine interest in every aspect of his/her development. We as teachers are committed to ensuring that your child will grow socially, achieve academically and develop their interests and talents in a safe and supportive environment.

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. We would encourage you to 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.

In order to enrol at Grantham State School, you can visit our school office to collect an enrolment package or download all of the documents from our website www.granthamss.eq.edu.au.

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

Website:  www.granthamss.eq.edu.au

Email:  the.principal@granthamss.eq.edu.au

Contact details:  Telephone  07 54661259
Facsimile  07 54661576

Principal  Rebecca Cavanagh
Administration Officers  Helen van Luyn
Kelly Donnelly

Office hours  8:30am – 4:00pm

Bell Times  First Bell  8:50am
Commencement  9:00am
First Break  11:00am
Second Break  1:30pm
Finish  3:00pm

Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 28 January – Friday 4 April</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 22 April - Friday 27 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 14 July - Friday 19 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 7 October - Friday 12 December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>
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 wish to prepare children to be successful and happy people who make valuable contributions to their local and global communities.

Our school vision is:

To create a vibrant school community that values diligence, integrity, creativity and empathy.

Our values:

Our school aims for our students to be caring, independent, hardworking, honest and creative people who take responsibility for their learning and their behaviour. We teach the values in our school vision: diligence, integrity, creativity, empathy
Facilities

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

Our school facilities include:

- 5 classrooms
- 1 administration block
- Library
- Multi-purpose Room
- Recreational courts for tennis, netball, basketball and volleyball
- 3 separate playgrounds
- Soccer field
- Vegetable gardens
- Interactive whiteboards in every class
- Computers in every classroom
- 1-1 laptop access for all students
Enrolment

Enrolment packages are available at the school office and online at our website. It is a requirement that children must be five years of age by 30 June in the year they start Prep, or six years old by 30 June in the year they enrol in Year 1.

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
- Children can serve as “teachers” to others within and across different year levels
Excursions and Camps

Class excursions are undertaken to enhance the learning experiences in the 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 6 and 7 are also given the opportunity to attend an overnight camp in Term 1 and a 5 day camp in Term 4.

LOTE

A Language other than English (LOTE) is a mandatory part of the curriculum for Years 6 and 7. German is the language taught at Grantham State 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
- Leadership programs
- Attendance at camps and excursions
- Support for parents and students

If you would like your child to participate in the chaplaincy program, please fill out the form in the enrolment package.

Religious Education

Christian religious education is conducted 30 minutes weekly by a qualified member of a particular faith. If you would like your child to participate in religious instruction please complete the form in the enrolment package.

Volunteering

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.
Music Program

Music

All students attend weekly music lessons with our music teacher.

Recorder Consort

A recorder consort has been established and these students play Advance Australia Fair on weekly parades as well as perform at school functions.

Choir

The choir is open to students in Years 2 – 7.

Instrumental Program

The instrumental program is offered to students in Years 5-7. Woodwind, brass and percussion are taught. Classes are conducted by a specialist instrumentalist teacher. Students in the instrumental program form a band and perform at school functions.
Sports

As a member of the Caffey Schools, 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 soccer, netball, cricket and softball carnivals. All students are given the opportunity to compete at the annual Cross Country Race held at Lake Apex in Gatton.

Inter-house

We have 3 House Teams at Grantham School: Red, Green and Yellow. The teams can earn house points for attendance, weekly behaviour focus and for sporting events including, cross country and ball games. A trophy is presented at the end of the year to the winning house team.

Swimming

All students attend swimming lessons from Prep – 7 in Term 1 and 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.

AASC

We are proud to be participators in the Active After-School Communities Program. We provide free sporting options twice a week including a healthy afternoon tea. The activities change from term to term so students are able to try out a variety of sports with a view to participating in local sporting clubs if they find a sport they enjoy.
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

In the case of an absence, parents/guardians are requested to inform the office by phone or by filling out the absentee form in the newsletter. It is possible to leave a message regarding absence on the answering machine.

School Rules

The school rules are made in the interests of safety, decorum and protection. All students must commit to following our school rules without question. Our school rules are: Be Safe, Be Responsible and Be Respectful.

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 appropriate classroom 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.

Children are to be promptly collected after school by no later than 3:15. 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 bus waiting area and sit quietly.

Students are not permitted to leave the school grounds 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 must 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

Full school parades are held weekly every Wednesday at 2:30pm. Parents are welcome to attend. During the term there are special parades to celebrate attendance and behaviour. These will be advertised in the newsletter. Parents are encouraged to attend these parades.

Lost Property

Lost property items may be collected from the Lost Property box located outside the office on the veranda. 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.

Newsletters

Newsletters are sent home weekly with the eldest in the family. The newsletters contain important information about school events and issues. They also feature our students who receive awards. Each term we also publish a Grantham Gazette which gives an overview of what students have been learning and doing in each of the classes.

Mobile phones, cameras and other Electronic devices

If there is a need for students to bring a phone, camera or any other electric device to school, their use is restricted to outside the school grounds. On arrival at school, students must hand in their phone, camera or electronic device to the office and they must 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. This is 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. 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 during school hours, Education Queensland regulations state that:

- The parent or guardian must in the first instance make a written request to the Principal of the school. Authority forms must be completed at the school office.
- The student’s medication, with the pharmacist’s written instruction on the container must be lodged with 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.

Student Resource Scheme

The school has a Student Resource Scheme through which parents pay a preset amount to the school to enable the provision of learning resources for their children.

A payment plan can be arranged. Detailed information is sent out towards the end of the year for the following year, or as part of the enrolment package.

School Houses

Upon enrolment students will be placed into one of three houses. Siblings will be placed into the same house.
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, white socks
Girls: Royal blue check dress with monogram on front.
Boys: Royal blue polo shirt and royal blue shorts, white socks
Winter uniforms: Royal blue track pants and top or zip jacket with side pockets.
Shoes: Students should wear joggers (preferably black or white)

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.
Hair, Make-up, Hats and Shoes

- Hair should be kept in a clean and tidy manner.
- Hair below the shoulders should be 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 encouraged. 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 UNDER THE BUILDING

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.
Exemptions from the Dress Code

Our objective is to have all students uphold the dress code every day, however the school is aware of circumstances where temporary exemptions may be required e.g.

- For new students to the school
- While students await the purchase of a replacement lost or stolen item e.g. a hat
- Where inclement weather makes uniforms unavailable

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

Please see the attached appendix for bus timetables. 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:

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 7:00pm on the fourth Monday of each month. All parents are welcome to attend the meetings. Meetings are held in the multi-purpose room.

Tuckshop

Our P&C operated tuckshop currently operates each Friday. Please contact the school office for an up-to-date menu.