One of the great advantages of being at Gilles Plains Primary is that it is part of a community campus. Every facility you require for the education and care of your child from birth to 13 years of age is available on the campus. At Gilles Plains Preschool-7 school we believe that when teachers and parents/caregivers work together they are able to better support student’s learning. We encourage parents/caregivers to become involved in the life of the school and hope that this information will assist the process.

**TOPICS**

- Aboriginal Homework Centre
- Active After School Activities
- Absences and attendance
- Adelaide Central Community Health Service
- Assemblies
- Banking
- Breakfast Club
- Camps
- Community Campus
- Coordination Program
- Curriculum Studies
- Custody
- Dental Care
- E.S.L. (English as a Second Language)
- Equal Opportunities
- Excursions
- Governing Council
- Grievance Procedures & Harassment
- Homework
- Illness At School
- Infectious Diseases & Head Lice
- Information & Communication Technology
- Information Skills
- Intervention
- Learning Plan – Whole school
- Library - Resource Centre
- Lost Property
- Money
- Newsletters
- North East Community Assistance Project (NECAP)
- North East Community Child Care Centre
- Painting shirts
- Parental Involvement
- Parking and drop off
- Physical Education & appropriate dress
- Playgroup
- Pre-School
- Child Protection curriculum
- Reception Children
- Reporting Processes & acquaintance night
- Responsibilities and Expectations
- School Card
- School Counsellor
- School Materials & Services Charges
- Special Education Support
- Student Voice
- Sun Safe
- Swimming
- Times – starting, finishing.
- Transfers
- Uniform and School Colours
- Vision - for our school
- Webpage - school

**Contact Information**

Beatty Avenue     Hillcrest 5086  
Website: [www.gillesplc7.sa.edu.au](http://www.gillesplc7.sa.edu.au)  
Principal: Mark Hansen  
School Counsellor: Phillip Bloffwitch

Phone: 8261 3339  
Fax: 8266 1471  
Email: info@gillesplc7.sa.edu.au  
Front Office Secretary: Ursula Browne
### Absences and attendance

Schools are legally required to keep records of children's attendance. Parents must notify the school if a child will not be in class by 8.45 am. Parents are requested to telephone as soon as possible after 8.30 am or send a note giving the reason for absence.

Following the absence, if not already done, children must supply their teacher with a note, signed by a parent or guardian, stating the date and reason for absence. Class diaries may be used for this purpose.

**Appointments during school time** - If your child has a doctor’s appointment or similar, a note must be sent and arrangements made with the class teacher. Children should be collected from the classroom, to ensure their safety.

**Latecomers (after 8.45 am)** - Parents are asked to reinforce the importance of punctuality in their children. Where prior notice has not been given, children/parents are asked to report to the office to ensure that their attendance is recorded. If persistent lateness occurs, a member of the school's leadership team will discuss the issue with parents.

**Permission to leave the school grounds** - Children must not leave the school grounds during school hours without prior permission from a member of the school’s administration staff.

### Adelaide Central Community Health Service

The Community Health Centre which is based on the school campus provides a range of health services to the community including Bed-Wetting Programs, CAFHS Service, Counselling, Health Assessment, Health Information, Immunisation, Parenting Support and Family Support. The Service also provides a Play Group for pre-school children as well as Occasional Care. Contact them on Tuesday and Thursday on 8334 8400.

### Assemblies

Students run assemblies every second Friday morning in even weeks of the school term. These assemblies give the children the opportunity to develop their performance and communication skills. They also allow the children to showcase the excellent work they've done. We encourage all parents and other community members to attend.

### Banking

Banking is carried out each Tuesday. Both the Commonwealth Bank and Bank SA operate in our school. The book and money are sent to the Office at 9:00am and then forwarded to the bank.

### Breakfast Club

From 8.15 – 8.40am on Monday to Friday students can eat a free Breakfast in the kitchen. Volunteer parents coordinate this program with help from some students. The children can enjoy a cup of Milo/or Juice and Toast, as well as a chat with their friends. They are then responsible for washing their dishes and putting them away. All food is donated to support this program.

### Camps

All children are offered the opportunity to attend school camps during their Primary years. Camps have both educational and social purposes. The children see a new part of the state, learn about different lifestyles, see industries in action and incorporate what they learn into their classroom activities. As well, children learn to live cooperatively with their classmates and practise domestic chores such as cooking, cleaning rooms, washing dishes and general camp chores.

### Canteen

We do not have a canteen. On Tuesdays and Fridays students are able to purchase Subway rolls for $3.50. Students are not permitted to leave the school grounds at lunch times without the written permission of a parent.

### Community Campus

Gilles Plains Primary is a part of a community campus. Every facility you require for the education and care of your child from birth to 13 years of age is available on the campus. See the following headings in this booklet for brief details of these facilities:
**Coordination Program**

Some children take longer to develop their physical coordination than others. This is quite normal and while it most often improves as the child grows older, it can affect their early learning and make writing a problem unless they receive intervention. To assist these children the school run a coordination program. This involves a series of activities which assist identified children to improve their physical coordination. These activities are conducted in 3 half hour sessions per week, for approximately 20 weeks, School Service Officers and the school coordinator for the program. During each session the children participate in 3 different activities aimed at improving both their gross and fine motor skills such as walking, running hopping, balancing, climbing, rolling, jumping and ball skills. It is the policy of this school to test the gross motor skills of all 5 year old children after they have been at school for approximately 3 weeks. Other children enter the program at the recommendation of their classroom teacher. Participants are re-tested after 10 weeks to see whether they remain for the full 20 weeks. The aims of these sessions are to:

- develop gross motor skills
- improve self-concept and develop confidence
- develop skills needed in the playground and improve ability to become part of friendship groups
- improve listening and concentration skills necessary for classroom activities

The success of the program depends on cooperation between school and home and on parents who volunteer their time. A video showing parts of the program and the testing procedure is available for borrowing from the school library.

**Curriculum Studies**

Gilles Plains Primary School follows the South Australian Curriculum Standards and Assessment Framework to provide a rigorous curriculum for its children. We focus on developing the "Key Competencies" described by DECS as:

- Collecting, analysing and organising information
- Communicating ideas and information
- Using mathematical ideas and techniques
- Solving problems
- Using technology
- Planning and organising
- Working with others and in teams

The major curriculum areas covered by children are:

**English:** We aim to develop children's communication skills and their appreciation of literature. In particular, we develop reading, writing, spelling, listening and speaking skills.

**Mathematics:** We aim to develop children's confidence to use and to further study mathematics. We focus on developing knowledge and skills in number, geometry, measurement, algebra, chance and data.

**Health/Physical:** We aim to assist children to make sensible decisions about their lifestyles and to develop skills of collaboration and cooperation with others.

Areas covered include safety and protection, active and healthy lifestyles, you and your relationships with others, physical education and the swimming program.

**Science:** We aim to develop knowledge and skills in the areas of living things, matter, earth and space, and energy and interaction.

**Society and Environment:** We aim to assist children to develop an understanding of our society and other cultures. Areas covered include rules and laws, heritage and change, cultures and beliefs, and the environment.

**The Arts:** We aim to develop skills in performance and display in visual art, craft, design, dance, drama, media studies and music.
**Curriculum Studies continued**  
**Technology:** Involves children developing products for specific purposes. We encourage children to recognise needs, research, design, make and evaluate as part of their general studies. We also place a great emphasis on developing computing skills.

**Custody**  
Parents of students cannot be denied access to their children unless a copy of a legal custody order is held on record by the school.

It is therefore the responsibility of all parents who have a custody order to contact the school and ensure that such evidence is provided. All information held by the school is strictly confidential.

**Dental Care**  
Dental Care is provided by the Dental Clinic adjacent to Wandana Primary School at Cowra Avenue, Gilles Plains, and Telephone 8266 0426. This work is normally carried out during school times and parents accompany their child there for check-ups or any further attention. A form must be completed before treatment is commenced. For Emergency Advice After Hours please telephone 8223 9284.

**E.S.L. (English as a Second Language)**  
Many children at Gilles Plains Primary School come from a Non-English Speaking Background. We very much value their cultural backgrounds and support parents in teaching their child their first language and cultural aspects of their lives. The Education Department provides an E.S.L. teacher to support these children in learning their second language, English. This person supports children in the classroom by working alongside the teacher, or with small groups. Interviews and reports are provided in the family's first language and efforts are made to inform parents of Non English Speaking Background children about school life. Our E.S.L. teacher is keen to help parents in any way to enable them to settle into school quickly. Please contact the School for further information.

**Equal Opportunities**  
The school aims to provide an education which is inclusive of all our children and gives them opportunities to have equality of learning outcomes through equal access to information, resources and equipment. This involves using curricula, structures and methodologies which are based on children's needs, cultural backgrounds and experiences. Its major outcome is to ensure that all children succeed to the best of their ability.

The school recognises that the following groups of children, over the years have been disadvantaged:
- girls
- children from Non-English Speaking Background (N.E.S.B.)
- Aboriginal children
- children in poverty
- physically and intellectually disabled

To address these issues staff understands that there is a need to take special measures and offer affirmative action programs. Programs are run to help empower the children from these disadvantaged groups to raise their self-esteem, to increase their knowledge and to give them the skills to be more assertive. To complement this, programs are run to make children aware and sensitive to the needs of children from these groups.

**Excursions**  
Educational excursions are an important part of a child's education and are carefully planned so that they enhance what the children are learning in the classroom. It is important for children to attend these as they learn much and do follow-up work. Excursions may be to museums, libraries, the zoo, learning centres, cultural or artistic events. Parents are provided with full information prior to the excursion including cost, transportation and the educational reasons for going.

**Governing Council**  
The Governing Council is the main parent decision-making body in the school. It manages many aspects of the school including policy approval, finances, grounds and facilities. Our Governing Council is vital to the successful running of the school and is representative of the whole community. It meets monthly with the Annual General
Meeting held early in Term 1 each year. We welcome all members of the community who are interested in the Council to observe meetings or to nominate for membership at the Annual General Meeting.

<table>
<thead>
<tr>
<th>Grievance Procedures &amp; Harassment</th>
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<tbody>
<tr>
<td>Harassment of all kinds is totally unacceptable at Gilles Plains Primary School. The school has a clearly articulated policy for dealing with harassment and Grievance Procedures training is provided to all staff and students each year. An information brochure is available from the front office.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Homework</th>
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<tbody>
<tr>
<td>Homework is set for children where necessary; usually to complete work started in class or to practise reading or other skills. The amount of homework given to children will vary according to their age and ability, and information on this will be provided to you through class newsletters. Many parents like to give their children extra work to do at home. If you wish to do this, we recommend you see your child's teacher to discuss the amount and type of work appropriate to their age.</td>
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<tr>
<th>Illness At School</th>
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<tbody>
<tr>
<td>If your child is sick we will try to contact you to come and collect them for care at home or to visit the doctor. It is important that you supply us with an emergency contact number in case you are not available. The emergency contact can care for your child when you are not available.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Infectious Diseases &amp; Head lice</th>
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</table>
| Parents are asked to pass onto the school promptly any information related to infectious diseases. We can then take appropriate measures. The following is the usual expectation, but check with your child's doctor:  
  - Chicken Pox, Mumps, Rubella (German measles): stay at home at least seven days.  
  - Infective Hepatitis: stay at home until medical certificate is obtained.  
  - Conjunctivitis: stay at home until there is no discharge from eyes.  
  - Impetigo (school sores): stay at home until healed or are covered, or a certificate of treatment is obtained.  
  - Ring Worm: stay at home until proper medical treatment is carried out. Cover sores until healed.  
  - Influenza: stay at home until symptoms have disappeared.  
  - Head Lice: stay at home until effective treatment is carried out. |

Head lice are tiny insects that live their entire lives on the human head. They feed on their host's blood and lay eggs in the hair close to the scalp. Head lice don't discriminate between clean or dirty, young or old, rich or poor. They spread from person to person during close head contact. They may be a nuisance and sometimes an embarrassment but they are not a disease risk so do not be alarmed if your child has "nits" It is your responsibility to treat your child's hair immediately once you discover their presence and to notify your child's classroom teacher. It is important to check and treat the whole family to prevent reinfection. Once the head is clear, the child may return to school. If children are found to have head lice at school parents will be contacted to collect them.

<table>
<thead>
<tr>
<th>Information &amp; Communication Technology</th>
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</table>
| Information Skills are taught across the curriculum and students are supported to access computers and the internet as a normal part of the learning process. The school has developed a computer network mainly made up of Apple Mac computers, with all primary classes having access to at least 3 computers per classroom. In addition, the school has a computer suite as part of the library complex. All computers are networked and have Internet access.  
Responsible use of all computer equipment and internet facilities is closely monitored by the school, with all students from Year 2 upwards having to sign an agreement that they will always act responsibly in using these resources, or their entitlement to use computers may be restricted or banned for a specified period of time. There is an expectation that the written agreement referred to above must also be signed by the relevant parent/caregiver prior to full access being provided to students. |

It is important to note that when students access internet facilities it is, on the whole, related to a specific learning outcome. There may be occasions however, where students may use the internet facilities for personal research or interest if permitted to...
by the teaching staff. In accessing the internet, all students are closely monitored by the teaching and support staff, and the school has a very secure internet filtering system that records all student access, automatically blocking anything which is considered to be inappropriate.

We are proud of our endeavours and commitment in this vital area and consider our school to be a leader in this field. In saying this, we welcome any further enquiries, which may allow us an opportunity to demonstrate the capabilities or our ICT resources.

### Intervention

Intervention at Gilles Plains is built on the philosophy of the Four Power Model which aims at providing all members of the school community with power over Resources, Relationships, Information and Decision-Making.

Our definition of Intervention states: Intervention is any action taken in conjunction with the whole class curriculum to maximise learning outcomes and to address the specific needs of all students. Hence intervention for our school is a shared responsibility with all staff taking an active part.

We provide a wide range of Intervention Programs for our students, these include:

- **Whole class** – managing students at a variety of skill levels – class teacher responsibility
- **Specialist support in-class** – Special Education, ESL and programs for Aboriginal students
- **Behaviour Management, Social Skills, Child Protection Curriculum, Anger Management** – and other support programs on a needs basis provided by the School Counsellor
- **Rocket Reading (JP) RAP Reading (MP) and Bridging the Gap (UP)** – Reading Programs to support individuals and small groups
- **SSO support in classes**
- **Fine and Gross Motor Coordination programs**
- **Specialist teacher support for speech and hearing impaired children**
- **Transition Programs for Pre-School to Primary and Year 7-8 Transition**
- **Parent and Community volunteer support for classroom programs**

In conjunction with the above we are working towards a whole-school approach to Literacy with the establishment of Uninterrupted Literacy blocks across the school to maximise support for students. ALL intervention occurs outside of these blocks to further enhance learning opportunities. We have agreed to use First Steps as a major resource in our Literacy programs and have also agreed on a whole school approach to the teaching of genre. In Junior Primary teachers will focus on Recounts, Reports and Procedures, in Middle Primary – Narratives, Explanations and Expositions (Arguments & Discussions). In the Upper Primary years students will further consolidate their skills.

This facilitates the intervention process that is overseen by the Student Review Team which meets fortnightly. This group consists of Special Education Teacher, AET and the School Counsellor. Classroom teachers request support for further intervention by completing a referral form eg for guidance (with work samples attached) or an application for extra SSO support through the Social Justice salary. A group decision is then made based on the student’s needs and available resources – in consultation with the class teacher if necessary.

### Learning Plan: Whole school

All public schools are required to write a Learning Plan setting out their major improvement priorities over a three-year period. A copy of this plan is available from the school on request.

### Library - Resource Centre

A well resourced library exists in the school, from which children are encouraged to borrow. The teacher-librarian manages these resources in order to cater for the recreational and curriculum needs of both children and teachers. Children from Reception to Year 3 are required to have a library bag either cloth or plastic at least
<table>
<thead>
<tr>
<th>Lost Property</th>
<th>Lost property is to be taken to the office. Unclaimed items are sent to the North Eastern Community Assistance Project at the end of each Term. Please name all items of clothing as well as lunch boxes and drink containers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money</td>
<td>Money sent to school for payments must be accompanied by a note or consent form and presented to the office from 8:30am. Receipts will be issued from the office and Mrs. Browne will pass on the note to the teacher concerned. Children are discouraged from bringing money to school for personal use as we cannot accept responsibility for lost or stolen money.</td>
</tr>
<tr>
<td>Newsletters</td>
<td>Newsletters are sent home fortnightly. Keep an eye out for this important information source.</td>
</tr>
<tr>
<td>NECAP</td>
<td>NECAP provides a volunteer service for all the community. Among its activities are free food program for those in need or those who are unable to leave their homes, sales of second hand goods and clothing and emergency and long-term financial assistance. Contact 8266 2780.</td>
</tr>
<tr>
<td>North East Community Child Care Centre</td>
<td>This fully funded childcare centre caters for children from three months to five years of age. It is open from 7:00 am to 6:00 pm and has trained staff and programmed activities for the children. Fee subsidies can be arranged through the Department of Social Security according to income levels. Contact them on 8261 8981.</td>
</tr>
<tr>
<td>Painting shirts</td>
<td>Painting shirts are necessary for all Reception to Year 3 children. An old shirt cut down is quite suitable.</td>
</tr>
</tbody>
</table>
| Parental Involvement | Your participation is very beneficial to your child's education. It can take many forms so don't hesitate to check with your child's teacher as to how you can assist, not only your child, but also others in the class and school. Some of the ways you can participate in the school are:  
- membership of Governing Council  
- assisting on camps or excursion  
- breakfast Club  
- Coordination Program  
- working in class with the children  
All people have special talents and we would like to be able to draw upon yours at some time to enable a broader education for all. |
<p>| Parking &amp; drop off | Parking is a problem at Gilles Plains. Please observe the council signs on the roads to ensure children's safety. We don't permit parents to use the staff car park to pick up or drop children off as this is extremely dangerous. A car park is available off North East Road by the Community Health Centre, but for safety reasons, children should not walk through this area. |
| Physical Education &amp; appropriate dress | Physical Education is an integral part of your child's curriculum and an important part of the health curriculum. Children learn both game skills and how to develop and maintain fitness. Appropriate clothing for the weather is appreciated. Dresses sometimes disadvantage girls during physical activity, so a change of clothing is desirable if at all possible. Girls often prefer to wear shorts or track pants as their movement is less restricted. Good sandshoes are necessary during these sessions. 'Strappy' sandals, boots and thongs are most difficult to run and move in so please discourage their use. |</p>
<table>
<thead>
<tr>
<th>Playgroup</th>
<th>Playgroup is held on Wednesdays between 9:00 – 11.00am, in the building next to the health centre. (Parents are required to bring a piece of fruit for each child attending).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-School</td>
<td>The Pre-School provides opportunities for early learning experiences in a safe, supportive and happy environment. Pre-schoolers are entitled to attend four terms of four sessions per week prior to entering school. This usually means that children will begin Pre-school one year before the date that they expect to start school. Children are eligible to commence pre-entry (one session per week) one term prior to their Pre-school enrolment date. You are welcome to view our program during the following session times: Pre-entry: Tuesday 12:30 – 3:05pm Afternoon: Monday to Thursday 12:30 – 3.05 pm Morning: Monday, Tuesday, Thursday &amp; Friday - 8.45 – 11:30am Please contact the Pre-school staff for more information – 8261 3339.</td>
</tr>
<tr>
<td>Child Protection Program</td>
<td>The Child Protection Program is taught throughout the school as part of the Health and Safety curriculum. It provides children with skills to recognise when they are in unsafe situations and to make decisions about how to keep themselves safe. The two main themes are:- You have the right to feel safe all of the time Nothing is so bad you can't tell somebody about it The children are encouraged to develop networks of adults they trust and can turn to if they need support or advice. We feel that in today's society, this course is vital to children's well being. Parents are informed of the program when their children are about to do it and teachers welcome any questions from parents about what will be covered.</td>
</tr>
<tr>
<td>Reception Enrolments</td>
<td>Children who have turned five have the opportunity to be enrolled at Gilles Plains at the beginning of each term. They usually attend school for the full time from the start but, if there are issues of tiredness, parents can negotiate with the school for a child to dismiss early on some days. Children are not legally under obligation to attend school until they turn 6. Children who go to Gilles Plains Pre-School undergo a pre-entry transition program where they visit their future class on a regular basis and become familiar with their new teacher and classmates and routines. Where possible we try to start new children with another new child and in some cases this may mean they may have to wait for a few days after their fifth birthday.</td>
</tr>
<tr>
<td>Reporting Processes &amp; Acquaintance Night</td>
<td>Staffs are always willing to communicate with parents but, where possible, an appointment should be made to avoid disrupting the class. Please feel free to contact the school to see the class teacher, Principal, or School Counsellor if you have any concerns. Our school also has a formal system of reporting to parents. <strong>Term 1</strong> - During Weeks 3 or 4 an Acquaintance Night is held so that parents/caregivers can meet the teacher, hear the plans they have for the class and ask any questions. <strong>Term 2</strong> - Individual teacher, student and parent conferences are held. These may occur during one week or be extended over two to three weeks. We believe it is important for the teacher to meet with all parents and their children so that information can be exchanged and plans made to provide the best education for each individual child. Full information about these interviews will be sent to you well in advance of them occurring. A final report is sent home in the last week of the year as a summary of the year's achievements. <strong>Term 4</strong> – A learning summary for the year is sent home. All classes also send home Class Newsletters that inform parents/caregivers of class activities and illustrate the work that will be done by the children. While we have this formal reporting system, we also believe that regular contact with parents is important. We therefore encourage you to make regular contact with your child's teacher with any issues or information you may have.</td>
</tr>
</tbody>
</table>
### Rationale
At Gilles Plains we believe that both the classroom and the yard should be safe and enjoyable places for all children. We assist children to learn to play cooperatively and to respect the rights of others. Responsible behaviour is encouraged and those who follow the school rules are acknowledged and rewarded. Those who choose not to follow school rules are given logical and reasonable consequences, which encourage them to rethink their actions and choose responsible behaviour in future. The Think Room (a room where children are expected to sit quietly and consider their behaviour) is used for those children who continue to choose inappropriate behaviour or who hurt other children in the yard.

### Establishing Rules and Procedures
Children are involved in forming and reviewing class and school rules. Each class (the teacher and children) works out appropriate rules for their room which link in with the overall school rules. Each class also decides on what they consider to be appropriate consequences for inappropriate behaviours and on rewards for appropriate behaviours. Children are also involved in reviewing school rules through class meetings and the Student Club.

### School Responsibilities
All people at GPPS have a responsibility to ensure that students can learn and teachers can teach in a respectful environment by striving to live these values and follow the related school rules.

<table>
<thead>
<tr>
<th>Responsibility:</th>
<th>Take personal responsibility for your actions and cooperate in following class rules and procedures.</th>
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<tbody>
<tr>
<td>Organisation:</td>
<td>Be well organised and always make your best effort - persevere at tasks and don't give up.</td>
</tr>
<tr>
<td>Act safely at all times:</td>
<td>Act in ways that ensure the safety of yourself and others.</td>
</tr>
<tr>
<td>Respect yourself, others &amp; property:</td>
<td>Speak and behave with politeness to others at all times. Care for the environment and your own property along with that of others and the school.</td>
</tr>
<tr>
<td>Getting along:</td>
<td>Join in and be a part of activities in a positive way. Think of others feelings &amp; rights when choosing your actions so we can all get along.</td>
</tr>
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</table>

*These general rules mean that students should:*

- Follow instructions quickly
- Care for others and look after their things (fighting, throwing things at people, harassing, playing dangerous games, threatening, swearing or stealing are unacceptable).
- Play in safe areas (car parks, behind the lunch shed, on the roof up in trees, out of school grounds in classrooms when a teacher is not present are all not safe).
- Line up in a quick and orderly manner when the siren sounds.
- Walk our bikes in the school yard (bikes must enter only through the gates near the bike shed).
- Put all rubbish in the bin and help to keep our yard clean.
- Leave the school grounds during the day only with the permission of a teacher.
- Wear sensible clothing (thongs, sleepers, dangly earrings and other jewellery can cause injury during play or sport and should not be worn to school, as is the case with tank tops and strap dresses which do not give adequate sun protection. Care should also be taken with some commercially produced clothing which carries inappropriate slogans or drawings).

Our behaviour management processes operative within the DECS 'School Discipline Policy' document. This is available from the front office and on the web for interested parents/caregivers to read.
### School Card

The School Card Scheme provides assistance for educational expenses for full time students of low-income families. Eligibility for School Card assistance is dependent upon family gross income for the financial year being within stated limits available from the front office. Applications for School Card are to be completed for each school year your child attends. Application form ED003A is to be used for families receiving a Centre link benefit and an ED003B is to be used for families not receiving a Centre link benefit.

### School Counsellor

The role of the School Counsellor is primarily to enable the school community to work together in creating a safe, caring, and orderly school environment. Our School Counsellor works together with teachers to increase success for all children in the academic, social and physical areas. Individual counselling may occur for many children usually as a result of issues raised by the child's parent or teacher. Children may also independently arrange counselling. Counselling takes the form of a three part process in which children are encouraged to:

- define their problem
- look at options
- make a decision

This process provides children with transferable problem solving skills. Our School Counsellor is accepting and non judgemental, and will promote respect for the rights of others, the reality of the situation, and responsibility for one's own behaviour.

### School Materials & Services Charges

A statement concerning School Materials and Services Charges will be handed out at the end of each year as well as at the beginning of the new year.

The Materials & Services Charges are set each year by the Governing Council and are used to buy children's stationery and equipment and materials for all the curriculum areas.

### Special Education Support

Our aim is to support all children to learn to the best of their abilities. To assist in this, we have a full-time Special Education salary to support children in particular curriculum areas. This support takes place both in the classroom and in special small group sessions. The Special Education Support Teachers work alongside classroom teachers and Education Department Guidance Officers to identify children who would benefit by extra support and to plan programs for them.

Parents are informed by the school if there are any concerns regarding a child's progress at school. A Guidance Officer (Educational Psychologist) will then assess the child.

This will be followed up by a parent/teacher/Guidance Officer meeting, where an educational plan that is best for the individual child is cooperatively developed. Called a "Negotiated Curriculum Plan", it is regularly reviewed and updated to ensure that the child's changing learning needs are met.

### Student Voice

Students have a voice in the decision-making processes of the school through the Student Leadership Group (SLG). This group meets fortnightly and discusses issues related to students and the school. They put forward suggestions for change and organize events for students. The council represents every class. Class meetings are run back in each classroom and here issues are generated and decisions of the SLG are communicated.

### Sun Safe

As the school is air-conditioned all children are expected to be at school even on very hot days. To protect children from sunburn and potential skin damage, they are required to wear a hat for all outdoor activities in Terms 1 and 4. Suitable hats are those with a broad brim or legionnaire ones that have protective flaps that covers the neck, baseball caps are not appropriate. Children who do not have an appropriate hat or who are wearing unsuitable clothing will remain within the shelter shed. Suitable hats with the school logo on them are available at very reasonable prices from the school. Sunscreen is available in all classrooms and children are encouraged to use it.
### Aquatics
Swimming lessons are a required component of the Physical Education program and so it is expected that all students (R-7) will take part unless exempted for medical reasons (negotiated between the parents/caregivers and senior staff at school). The program takes place during a week 1 in Term 4 (Yrs R to 5) when the students are taken by bus to the Adelaide Aquatic Centre. During term 2 week 2 Years 6/7 are taken by bus to West Lakes Aquatic Centre Lessons are taken by fully qualified instructors authorised by DECS. A cost is involved to cover transport and pool entry, but this is subsidised and kept to a minimum to enable all students to participate.

### Times
School lessons begin at 8.45m. 

Teachers are on duty from 8:30am so children who attend school before 8:30am are not formally supervised. Classrooms are opened to children at 8:45am each morning. 

The eating of lunch is supervised in classrooms from 11.15 am - 11.25am
Playtime is 11.25am to 11.55am.
Recess is from 1.30pm to 1.50pm.
School finishes each day at 3:05pm.

### Transfers
Should you be moving to another area please inform your child's teacher so that work books, pencils, etc. can be taken home. Textbooks remain at the school. Make sure your child has no outstanding Library Books and Reading Books at home. The new school will indicate transfer procedures when you enrol there.

### Uniform and School Colours
All children are expected to wear our school uniform or clothes that match our school colours. We believe this shows pride in our school, looks attractive and is less expensive than fashion clothing. Our school uniform, bearing our school name, is available for purchase through the school office, or you may wish to purchase the following clothing from other stores.
- Yellow or dark green polo style tops
- Black or dark green shorts, pants, track pants or skirts
- Green and white check uniform dress
- Dark green windcheater
- Green broad-brim or legionnaire hats.

### Vision: for our school
Gilles Plains is committed to providing a safe, secure and caring environment where all are valued and supported through an excellent educational program – a program that challenges us all, one that fulfils potential, develops confidence and creates independence via a collaborative team approach involving the total community.

### Web page: School
The school's web page provides a wealth of further information about our programs and contains links to related educational sites. Check it out regularly for copies of the school newsletters and information about Governing Council and student work. The address is [www.gillesplc7.sa.edu.au](http://www.gillesplc7.sa.edu.au)