

# THE ROCKHAMPTON GRAMMAR SCHOOL

## PRIMARY STAFF

Head of Primary	Mr Geoff Hadwen
Prep Year	Mrs Bronwyn Thomson
Prep Year	Mrs Adair Mehlhose
Year 1	Mrs Glenda Smyth
Year 1	Mrs Linda Irwin
Year 2	Mrs Sandra Brady
Year 2	Mrs Elizabeth Donaldson
Year 3	Mrs Cheryl Moodie
Year 3	Mrs Aimee Robertson
Year 4	Mr Michael Robertson
Year 4	Mrs Sonya Whitehead
Year 5	Mrs Tricia Ruddick
Year 5	Mr David Thomson
Year 6	Mrs Leah Peckett
Year 6	Mr Jamie Scott
Year 7	Mrs Janet Spark
Year 7	Mr Gareth Saunders
Year 7	Mr Dan McWilliam
Health & Physical Education	Mrs Dorothy Skilling Mrs Victoria McInnerney Mr Alan Stacey (Year 7 Health)
Japanese	Mrs Miranda Broadbent
Learning Support Teacher	Mrs Merle Bracewell (Years 1-4)
Learning Support Teacher and Extension	Mr Peter Moodie (Years 5-7)
Art	Mrs Aileen Cryle Mrs Donna Littlejohn
Cooking	Mrs Pam Drillis Mrs Julie Dunlop
Music	Dr Michelle Waller Mr John Evenhuis Mrs Elisa Williams (Year Prep – 3)
Teacher Assistants	Mrs Chris Sayers Mrs Liz Scott Miss Annita Horwell Mrs Frances Craig Mrs Helen Bartlett Miss Jessica Davis Mrs Sally James Mrs Sandy Williams
Primary School Secretary	Mrs Lee Ann Kayes



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## **A WARM WELCOME**

The teachers, office and ancillary staff extend to you a warm welcome to all families associated with The Rockhampton Grammar Primary School in 2010.

We know that you will enjoy being with us, and we will do our best to ensure that your time with us is a productive one. We pride ourselves on our professionalism, dedication and care for our students and trust that you will help us maintain the high standard and integrity that we have established.

The information contained in this booklet will provide you and your child with an insight into the policies and procedures currently practised at our School. However, you should feel free to seek help from anyone of us should you need any clarification. Please notify the School of any other information that you feel should be included in this booklet. This will help us in future years. We look forward to a successful partnership with you in your child's future education.

## **MISSION STATEMENT**

The Rockhampton Grammar School is a non-denominational, independent, co-educational primary and secondary day and boarding school serving the educational needs of Rockhampton and the Central Queensland Region.

The School aims to provide a disciplined, personalised and stimulated learning environment, which will foster academic, sporting, moral and social development, to enable students to achieve their full potential. Within this environment the School strives to develop in each student:

- a passion for lifelong learning
- a commitment to community service
- an appreciation of fairness, integrity and Christian values

enabling students to take their place as responsible and respected members of society.

The School aims to attract, retain and develop a high quality staff, in all curriculum and non-curriculum areas, to provide the best standard of education possible.

The School aims to continually upgrade and expand its physical resources to provide a dynamic education environment.

## **ABSENCE OF STUDENTS**

Parents and/or carers are asked to notify the School of any student absence. This can be by phone or email. For the safety of your child we will make contact with you by phone if your child has not arrived at school without an explained absence from you.

## **ACCIDENTS**

All reasonable care is taken to prevent accidents but when they occur students will be conveyed to sickbay where an assessment will be carried out by medical staff. If of a serious nature, parents and/or outside medical authorities (ambulance) will be contacted and a formal report on the circumstances of the accident will be written and placed in school files.

## **AFTER SCHOOL CARE PROGRAM**

After School Care is a fully supervised recreational program for primary school aged children. The daily routine is as follows:

- 3:05 - Children are met at the Outside School Hours room by the carer.
- 3:15 - Afternoon tea.
- 3:30 – Homework and quiet activities for children not doing homework.
- 4:00 - Inside group and individual games and activities.
- 5:00 - Outside play, group games and individual play.
- 5:45 - Inside to complete quiet activities until collected by parents/guardians.

For further information contact The Director of Early Learning on 4922 1615.

## **AFTER SCHOOL PICK-UP**

Two teachers are on duty and communicate with two-way radios to ensure a speedy departure from school at Quarry Street. Please note that the School side of Quarry Street is a drop-off/pick-up zone only. Parents are asked to leave their vehicles and accompany their children across the road if they have to park on the opposite side of Quarry Street. One teacher is on duty in Archer Street outside the swimming pool. Students not collected by 3:30pm will be taken to the primary office to await collection.

## **ART**

Art is an integral part of the School curriculum and a specialist art teacher conducts the lessons. Prep has their own aprons for their art lessons. The art teacher is responsible for ordering all art equipment and purchases quality materials with an eye for health, safety and creativity in mind.

## **ASSEMBLIES**

Assemblies for Prep to Year 3 are held every Monday at 8.30am and for Years 4 - 7 Tuesday, at 2:30pm in the Auditorium. These gatherings are used to remind students of coming events, report on what has transpired e.g. sport results, uniform checks, emphasise School rules. They are times also to recognise student achievements, e.g. Person of the week. A Formal Assembly is conducted in the Spaceframe every term at which the Year 7 students are required to wear their formal uniform. Parents are most welcome to attend these assemblies.

## **BANKING**

Student banking is available at school through the Commonwealth Bank. Parents interested in this service should contact the Primary School Office.

## **BICYCLES**

Bicycles can be ridden to school and left in the racks adjacent to the primary school (near the tennis courts). Bicycles are not to be ridden in the School grounds.

## **BOARD OF TRUSTEES**

The Board has ultimate responsibility for the efficient running of the School but the day to day running of the School is left to the Headmaster and the Heads of Schools.

## **BOOK CLUB**

Students are able to order books through Book Club. This is advertised in the newsletter and is managed by the Primary School secretary.

## **BOOK LISTS**

These lists are determined each year by classroom teachers. A number of companies in Rockhampton will be able to fill these orders. The book lists are mailed out at the end of each year. It would be appreciated if appropriate books are covered and all items named.

## **BUSES**

The School has its own buses that are used for most local excursions. Parents do not incur costs for the use of these buses. The cost of charter buses may be charged to student accounts. Our School policy requires that buses have high back seats and lap sash seatbelts.

Buses taking students to and from school stop in Agnes and Archer Streets and timetables can be obtained from the relevant bus companies.

## **CLEANLINESS**

The School is a wonderful environment. The grounds are extremely well maintained by the grounds staff. If you see an area that needs improvement please advise the office.

## **CODE OF BEHAVIOUR**

The School aims in partnership with the home to develop good character and self-discipline; consequently:

**ANYTHING CONTRARY TO COMMON SENSE, GOOD MANNERS AND DECENCY IS UNACCEPTABLE.**

All staff are responsible for the behaviour management of the students in their care. To this end, with small issues the staff should determine the consequences of inappropriate behaviour and follow through with the student to its successful conclusion.

The classroom teachers at our School have requested that they be advised of any incidents of inappropriate behaviour involving their students. This may include activities at sport or in the playground.

Classroom teachers keep anecdotal records of any inappropriate behaviour they have deemed necessary for future reference.

Detentions can be given by teachers but adequate supervision must be provided. Students may be detained after school provided parents have been notified. It is important that teachers contact parents if behaviour does not improve. Missing out on co-curricular activities as a result of student misbehaviour must have the Head of Primary's approval. The Head of Primary appreciates being kept informed of any such significant incidents, but deals directly with students who bully, swear or fight.

The School's Rules exist to ensure that the comforts, rights and safety of all school members are protected.

These rules apply to all students of all ages while attending school or representing the School and include: any place or occasion when a student is in school uniform or can be recognised as a member of the School; any situation that could be recognised as related to the School.

- 1 Students will at all times respect and obey all school staff.
- 2 A student's personal appearance will always conform to the School's dress standard.
- 3 Swearing, fighting and harassment will not be tolerated.
- 4 Unauthorised borrowing or theft of others property will not be tolerated.
- 5 Willful damage or destruction of any property is prohibited and could require the payment of compensation.
- 6 All dangerous substances (including matches, explosives, fireworks, ammunition, knives, etc.) are strictly forbidden.
- 7 Students will not leave the School grounds during the day without permission from the Head of Primary or class teacher.
- 8 Students are expected to attend the following School events: athletics, cross country, swimming carnivals and speech night.

## **COOKING**

Students from Prep to Year 5 are involved in cooking lessons run by the staff from the Home Economics Department. Due to safety issues, it is a requirement that adults are present to assist in the supervision of this activity. It is therefore necessary for parents to assist in the delivery of these lessons. Insufficient adult supervision will mean the cancellation of the cooking lesson. If your child has any special dietary requirements, please notify the Home Economics Department so that they can cater for their needs.

## **COMMUNICATION**

It is important that communication channels between teachers, students, parents and community are as open as possible. To this end, teachers are always available for discussions with parents and students (appointments generally necessary). The Head of Primary School looks forward to input from parents and community.

Communication is also enhanced through newsletters, emails, reports and parent meetings.

The Head of Primary conducts a parent information evening each term, which you are most welcome to attend.

## **CO-CURRICULUM**

There are many varied co-curricular activities on offer some of which include athletics, band, chess, equestrian, netball, signing choir, swimming, tennis and touch football. Details of participation and sign up requirements will appear on the sport notice board and in the School newsletter.

## **CURRICULUM**

Our curriculum is the crux of our formal learning. Staff join together to plan and implement a whole school program. Class teachers are responsible for literacy, numeracy, Study of Society and the Environment and science which are planned school-wide (Years Prep – 12) while specialist teachers take other areas such as physical education, music, art and cooking.

Dimensions of Learning is a thinking program that the whole school has implemented. This program helps students to understand and internalise through practical experiences.

## **CUSTODY OF CHILDREN**

At times family disputes can have an effect on children at school. We try not to enter into these problems but we are compelled by court orders. Should there be any legal issues relating to your child, you should inform the Head of Primary as soon as possible.

## DAILY ROUTINE

We begin the school day at 8.30am and finish at 3.00pm. There is no formal supervision before school commences at 8:30am. Children are expected to be ready for the school day prior to 8:30am. A recess break is held from 10.30am – 11.00am and lunch from 1:00pm – 1.40pm. All students are urged to be at school on time. Lunch times may change on Friday for sport.

## DATABASE

Student information such as address, telephone and fax numbers and medical information is kept on the School database. Parents are asked to keep this information up to date. If there is a change in any of these details, please advise the Primary School secretary.

## DISEASES

Some medical problems require students to stay away from school. We follow the same rules as Education Queensland on contagious diseases.

The following list details exclusion times for various illnesses:

CHICKEN POX	Until fully recovered or at least 5 days after eruption first appears. Some remaining scabs are not an indication for continued exclusion.
MUMPS	At least 9 days from onset.
MEASLES	At least 4 days from appearance of rash.
CONJUNCTIVITIS	(Acute infectious) Until discharge from eyes has ceased.
RING WORMS	Exclude until day after treatment has commenced.
HEAD LICE	Until head has been cleared of lice by washing and combing hair. Constant checking by parents is extremely important.
RUBELLA	At least 4 days after onset of rash.
SCHOOL SORES	Until appropriate treatment has commenced and exposed sores are covered.
GLANDULAR FEVER	Exclusion not necessary.
COLD SORE	Exclusion not necessary, treatment should commence.
PANDEMICS	In accordance with Queensland Health guidelines.

## DRESS

Our dress standards for students are quite rigid and enforced by staff.

Student Uniforms:

### Day:

All students, including boarders, must wear full day/sport uniform including the appropriate hat, to and from school depending on Physical Education days.

Shoes must be traditional plain black and lace up

Girls -White socks must cover anklebone

Boys – Years 1 – 4 – Grey ankle socks

Boys – Years 5 – 7 – Grey knee-high school socks (red & black trim)

- Ties must be worn from 1<sup>st</sup> May through to 1<sup>st</sup> September

Year 7 students will wear the formal uniform during winter on a Tuesday

## **Sports – Boys and Girls:**

White or a predominance of white sports shoes with white shoe laces. No skate shoes permitted.

White RGS sport socks and/or plain white sport socks (must cover anklebone).

All swimwear must be black – sun shirt to be worn as well as thongs/slip-on shoes from dressing shed to pool deck.

The sports house shirt is optional for Years 1-3, but is compulsory for Years 4-7. These shirts are to be worn at the swimming carnival, athletics carnival, cross country, free dress days and can be worn for after school training.

- **Jewellery:**

For girls, permitted jewellery is a wristwatch and a single pair of plain gold/silver studs/small sleepers worn only in the bottom of the ear lobes.

For boys, earrings are not permitted.

For all, rings, chains and body piercing that are visible are not to be worn.

- **Grooming:**

Girls: Long hair must be tied neatly with blue, black or red ribbon, or fastened with plain hairpins. Short haircuts must be neat and above the collar. Exaggerated hair style or hair colour is not allowed.

No make-up or nail polish is allowed as day school wear.

Boys: Haircuts must be neat; hair must be cut above the collar (off the ears and above the eyes) no product to be used. Exaggerated hair style or hair colour is not allowed.

## **EMERGENCY DRILLS**

These are carried out on a regular basis to make staff and students aware of procedures in times of emergency. Everyone in the primary school moves to the bottom oval. Teachers check to see that all students are accounted for.

## **ENROLMENTS**

Our Registrar, Ms Debra Sullivan is keen to talk with parents about enrolments. Please contact her on 4936 0700. Formal interviews with the Head of Primary are organized through the Registrar.

## **EXCURSIONS/CAMPS**

Advice regarding excursions and / or camps appears in the newsletter or on a separate document sent home with the students. Excursions in and around Rockhampton are covered under a general consent form at the beginning of the year. Other excursions and camps have individual consent forms and a parent meeting may be arranged to outline details of the planned event.

## **FINANCES/BUDGET**

A Primary School budget is submitted in September to the School Board and our financial year runs from January to December. The Head of the Primary School and the Primary secretary administer the budget. Teachers have input into budget planning and spending.

A number of projects are also covered by the generous assistance of the Red & Black Association.

## **HOMEWORK**

Homework may take many forms e.g. reading, research, projects, completing schoolwork or specific homework sheets. Year 7 students should aim to set aside 45 minutes for homework each weekday evening with other year levels having a shorter time. Many students have outside school commitments on some evenings and therefore adjust their homework schedule accordingly. Parental involvement and interest in homework forges a strong link between school and home.

Suggested maximum amounts of homework per day should be:

Prep – at teacher’s discretion  
Year 1 – at teacher’s discretion  
Year 2 - 15 minutes  
Year 3 - 20 minutes  
Year 4 - 20 minutes  
Year 5 - 30 minutes  
Year 6 - 40 minutes  
Year 7 50 minutes

## **INDUCTION**

This takes three forms:

- (a) On entry to the school for the first time students and parents are interviewed by the Head of Primary, who will show them around the school and answer any queries.
- (b) All new students attend an orientation morning which is held the day before school starts.
- (c) Early in Term 1, parents are invited to a class information session where the teacher outlines the program for the year.

## **INTERVIEWS**

Parents and teachers are urged to make appointments with each other whenever they feel it is necessary. Formal interviews are held at the end of Term 2 and beginning of Term 4, or when requested by either the teacher or parent.

## **LIBRARY**

The library is for use by students from Prep to Year 12 and is open from 8.00am – 5pm Monday to Thursday and 8.00am – 4.30pm Friday. It is also open for a limited time on weekends mainly for boarders' use. Students are asked to have a library bag for carrying books. This facility is for research purposes and is not to be used as a childcare facility. Students can also borrow from the library at lunch time - Mondays and Tuesdays.

## **LOST PROPERTY**

Lost property is kept in a basket outside the primary office and items that are named are returned at irregular intervals. Parents are urged to check lost property as quickly as possible if their child has misplaced an item. At the end of each term, lost property that has not been named is sent to the secondary school or given to a local charity.

Students are urged to check with the laundry if they cannot locate an item in the primary school.

## **LUNCHES**

Primary students in Years 1 to 7 may access the tuckshop through written orders only. Students place orders at the primary office before school. Class monitors bring orders down at recess and at lunch. A new price list is issued with the primary newsletter. Primary students are not permitted to purchase lollies or soft drink. Students who play sport on Fridays are not permitted to order tuckshop on this day. There is no tuckshop on a Wednesday as this is a no waste Wednesday school.

## **MOBILE PHONES**

Students are not permitted to have mobile phones turned on at all during the school day. We understand that there may be times when students are required to use the phone and if this is the case during school hours, the classroom teacher must be notified.

## **MUSIC TUITION**

Individual instrumental or vocal music tuition is available through the school. Tuition for students in Years 1 to 4 consists of one 30 minute lesson per week, with students in Years 5 to 7 receiving one 40 minute lesson per week. The lesson time occurs during class time and is organised in conjunction with the class teacher in an attempt to minimise disruption.

No previous music experience is necessary to undertake instrumental music tuition and all new families receive an instrumental tuition brochure as part of their orientation information, outlining costs and enrolment details.

## **NEWSLETTERS**

These are produced fortnightly on a Wednesday and will be emailed to you by your child's teacher. Parents who do not have access to email can request a hard copy. Students, parents and staff are urged to use the newsletter for communication on school matters. Items should be lodged by Monday preceding a newsletter date.

## **PARENT COMMITTEES**

The Red & Black Association meets regularly and serves the School (Years Prep – 12). Meeting times are advised in the School calendar that is issued each term.

## **PARENTAL INVOLVEMENT**

Parental involvement in the Primary School is encouraged. From time to time your child's teacher may require assistance with classroom, cooking, swimming and/or co-curricular activities. Please feel free to contact your child's teacher to volunteer your help for any of these activities.

## **PARKING / DRIVING IN SCHOOL GROUNDS**

Please be aware that no unauthorized vehicles are to drive onto the School grounds. This includes the entry off Quarry Street, leading up to the primary office and pool area.

## **PHOTOGRAPHS**

Each year professional photographers take individual, class, family and specific group photographs. Parents are advised through the newsletter of the date/s.

## **RECORDS**

Student files are not accessible to anyone but parents and teachers. Parents are urged to let the Primary School secretary know of any changes to address or contact numbers as soon as they occur. It is in your child's best interest if this information is kept up to date.

## **RED & BLACK SHOP**

The Red & Black Shop carries school uniforms and some basic school requirements for students. This shop is on campus and is open term time Monday to Friday 8am to 10am and 2:30pm to 5pm. The Red & Black Shop also carries second hand items for sale, and is happy to purchase clothing and text books in good condition.

## **REPORTS**

Student reports (Years 3 – 7) are posted to parents at the end of each semester. Prep – Year 2 Report Books are sent home at the end of each term to be returned after the holidays. Students in Years 3, 5 and 7 will undertake the National Assessment Program in Literacy and Numeracy. These independent reports will be mailed home once received.

## **SAFETY**

All school buildings etc. are considered to be safe but we must be very vigilant to keep our students free from harm. Parents and teachers are urged to raise any safety issues without delay. Special attention needs to be paid when students are arriving or departing school due to traffic movements.

## **SPEECH NIGHT**

Held on the last Wednesday evening of the school year, this night provides for recognition of students and some light entertainment. The format of the evening varies each year as determined by the staff.

## **SPORT**

Students in Years 5 – 7 are given as many opportunities as possible to participate in interschool and ultimately Capricornia and State sporting pursuits. On Friday afternoons Years 5 – 7 are all involved in local interschool sport. Training for all School teams predominately takes place on a Thursday afternoon between 3:15pm and 4:15pm. Students who are not picked up must make their way to the Primary School office to arrange collection.

## **VISITORS**

Visitors are always welcome within our Primary School. For everyone involved these visits are more beneficial if an appointment is made first.