We welcome you and your child to Gracemere State School.

We trust that your association with the school will be a most enjoyable one.
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GRACEMERE STATE SCHOOL HISTORY

Established in 1871 with 48 pupils, Gracemere is the oldest school in the Rockhampton District and we are very proud of it.

After the cyclone destroyed a portion of the old school in 1918, a new school (now A Block) and a residence were built in 1919.

The bell hanging in the front school yard comes from the 'Ellida', a small ketch used by the pioneering Archer Family to transport wool and supplies between Gladstone and the Fitzroy River.

In 1996, Gracemere State School celebrated its 125th Anniversary and it will celebrate its 150th Anniversary in 2021.
SCHOOL DIRECTORY

Principal
Elizabeth (Liz) Bailey

Principal Email
principal@gracemerss.eq.edu.au

Office Administration
Jan Fraser, Vicki Meloni

Office Administration Email
admin@gracemerss.eq.edu.au

Phone
49317555

Mobile
0477 728 017

Fax
49317500

Address
O'Shanesy Street,
Gracemere, Q 4701

Website
www.gracemerss.eq.edu.au

Twitter
@Gracemere_SS

Facebook
Gracemere State School

QSchools App
Gracemere State School

Administration Hours
8:00am—4:00pm

School Hours
8:50am—3:00pm

Department of Education and Training (DET) Website: http://education.qld.gov.au/ (for departmental policies, information about government financial assistance and Queensland schools)

The School office will be closed from 11th December 2015 and will re-open on Monday 18th January 2016.

STATEMENT OF PURPOSE
Gracemere State School community is committed to creating and sustaining a positive, challenging and supportive learning environment where all students will achieve quality learning outcomes, values and dispositions that will serve them well for life.

We at Gracemere State School co-operate in reciprocal partnerships among students, parents and staff. We act with respect, diligence, honesty and integrity. We strive to demonstrate compassion, understanding and tolerance of difference to provide a fun, productive, safe and exciting learning environment.

Our school community values student involvement in Sport, The Arts and Science and expects high standards of achievement in Literacy, Numeracy and Information Communication Technology (ICT). Students are encouraged to strive to meet the school motto of 'Our Best Always'.

QUALITY EDUCATION
1. Gracemere State School is committed to an education which is characterised by equity, effectiveness, participation, responsiveness and public accountability.
2. Our school meets many of the needs of the local community through involvement, commitment and sensitivity.
3. Our school encourages and supports teacher professionalism.
4. Gracemere State School values its community, students and staff. We recognise that Professional Development for all staff must be appropriate and timely.
5. This school demonstrates that it is driven by a vision for the future which has been consultatively developed and which focuses on student learning and welfare in its approach to all planning. It is mandatory that the school keeps abreast of technology and other current trends.

ACCOUNTABLE STRATEGIC PLANNING DOCUMENTS
The strategic direction of Gracemere State School is recorded in the following documents available on our school website https://gracemerss.eq.edu.au:
- Strategic Plan 2014-2018
- Annual Implementation Plan
- School Annual Report
- Greater Results Guarantee
- Responsible Behaviour Plan

VALUES AND BELIEFS
1. Everyone is responsible for his/her own actions towards persons and property.
2. Everyone should demonstrate honesty.
3. Everyone should recognise the individual dignity and worth of others.
4. Everyone should work together as a whole school community.
5. Everyone should feel free to take risks and to have confidence in his/her own abilities.
6. Every individual should show a caring attitude to all persons and the environment.
ANAPHYLAXIS

The procedures for anaphylactic students are:
• Parents/caregivers provide an Anaphylaxis Medical Plan from the doctor. On enrolment or diagnosis this plan is discussed and necessary arrangements are made eg. alternate eating area, hand washing procedures, communication system in the roll folder;
• Students should have access to their EpiPens at all times. A designated area will be negotiated in the classroom;
• Staff are informed about steps in the plan and training is provided;
• Discussions with parent about participation in special school events will be arranged as necessary. Emergency EpiPens are available from the First-aid room and will be taken to sporting events, excursions, etc, along with the student’s Management Plan.

APPEARANCE/GROOMING

Hair
• Male/Female hair must be tied up if it touches shirt collar.
• Natural hair colours only.
• Navy and blue hair ribbons, clips, hair ties and headbands are allowed.
• Hair accessories are available for purchase from the school office.

Jewellery
Jewellery is not to be worn or brought to school.
• For pierced ears, small stud 1 set earring studs or sleepers allowed. NO spacers permitted.
• Medical, religious or cultural necklace may be negotiated with Administration staff.
• No facial piercings allowed.
• Wrist watch allowed.
• Apple iWatch and other smart watch devices are BANNED from school at all times.
• All jewellery must be removed before any form of sport.
• Medic alert identification are in exception and should be worn at all times.

Nail Polish
• No coloured nail polish allowed, except in the spirit of School Interhouse Carnival events.
• Clear nail polish allowed.

Temporary Tattoos
• Allowed for special days and in the spirit of School Interhouse Carnival events/special celebration or fundraising days (State of Origin, Red Day for Daniel).

Make Up
• Tinted moisturiser allowed.
ASTHMA
The procedures for asthmatic students are:

- Parents/caregivers provide permission for students to administer their own medication as deemed necessary by the student. This permission is provided through the Asthmatic Form that is available from the school office. An Asthma Health Management Plan from the doctor is also encouraged for students with severe cases of asthma.
- Students are responsible for their inhalers at all times.
- Students should not be denied access to their inhalers.

Emergency inhalers are available from the First-aid room. Where applicable, parents should provide the school with the child’s Asthma Management Plan. We also encourage the use of spacers to ensure adequate dosage of the medication.

ATTENDANCE AND ABSENCES
Every Day Counts! Regular attendance by every child is necessary. Parents/Carers are responsible for ensuring their children attend school regularly.

In the event of an absence, please inform the class teacher or school office via a written explanation on the day of return to school, or alternatively we encourage families to phone the school office and/or leave a voice or text message on the school mobile on the first day of the illness. Please include your child’s name, class and reason for the absence so that we are able to update attendance records and meet departmental requirements. Unexplained absences greater than three days will be followed up by the Administration Team. Regular attendance at school is very important for all students. All absentee information is recorded. A full record of student attendance is maintained and reported on the student report card.

Every day counts! Good attendance patterns promote long term education success. At Gracemere, we strive to maintain a 95% attendance rate.

ASSEMBLIES
School assemblies/parades are held on Monday afternoon commencing at 2:20pm in the Undercover Area. All parents are welcome. Student weekly awards are presented and celebrated.
BEHAVIOUR
The school’s Responsible Behaviour Plan clearly outlines the expectation of behaviour at Gracemere State School. It is available within the Documents section of our school website https://gracemerss.eq.edu.au
• We respect all School Community members, their property and ourselves through word and actions.
• We understand our Rights and uphold our Responsibilities.
• We follow the School Rules.
• We accept the consequences if we do not obey the school rules.

BEHAVIOUR SUPPORT
At Gracemere State School we have various means of behaviour support for students, including, but not excluding:
• Gracemere Gladiators
• Chaplaincy
• Guidance Officer Support
• CARS program
• Gracemere SS Social Skilling Program
• STAR Block Lunch Time Club
• SEP Social Skills Program – Zones of Regulation

S - SAFE
T - TEAM
A - A LEARNER
R - RESPECT
CLASSROOM BEHAVIOUR PROCESS

1. Expectation is...
2. Take 10
   (in classroom
   Time Away area)
3. Buddy Class
   (approx. 10 mins)
4. Principal
   Referral

Return to
Work/Class

PLAYGROUND BEHAVIOUR PROCESS

1. Investigate
   Concern
2. Expectation is...
3. Walk with Me
4. Loss of Play

Return to
Play
GRACEMERE STATE SCHOOL

When you need a hand
“Use Your High Five”

DON’T FORGET....
USE YOUR “HIGH FIVE”
TO HALT
BULLYING BEHAVIOUR!

S - SAFE
T - TEAM
A - LEARNER
R - RESPECT
CELEBRATING STUDENT SUCCESS (RECOGNITION & AWARDS)

We are proud to celebrate our student’s achievements at Gracemere State School in a variety of ways.

**Gotchas:** Our GOTCHA program quickly identifies students witnessed in social situations representing the qualities of being a Gracemere STAR. Gotchas are collected by class for the week and one student, per class, each week is randomly drawn to receive a free Zooper Dooper.

**Star of the Week Award:** recognises students who are stand-outs in behaviour, in social situations etc. on a weekly basis. They are recognised during our weekly assemblies and receive an invitation to attend a Principal’s Afternoon Tea before assembly. They are also identified in our weekly school eNewsletter.

**Merit Certificate:** recognises student academic achievement. They are recognised during our weekly assemblies and receive an invitation to attend a Principal’s Afternoon Tea before assembly. They are also identified in our weekly school eNewsletter.

**Principal’s Afternoon Tea:** Recipients of the weekly Star of the Week Awards & Merit Certificate join the Principal for a shared afternoon tea prior to recognition on assembly each week.

**Positive Postcards:** Positive postcards personalise students’ positive contributions to our school community. A postcard for one student per class, per week should be completed by the teacher and posted home by the office. Teachers include a personalised account of each child’s positive recognition. To be a recipient, each child must demonstrate they are a Gracemere STAR:

- S – Safe
- T – Team
- A – a Learner
- R – Respect

**CAMP**

Our Year 6 school leaders attend their annual Leadership Camp early during Term1. The focus will be around teamwork and leadership skills. Fundraising will occur during each year to support this vital student leadership opportunity.

The school supports local businesses and services (thus supporting the local economy) in camp decisions. Where possible, camp costs are kept to a minimum. Fundraising throughout the year assists in keeping the cost to families down. Parents are encouraged to pay off/layby the camp fees in instalments.
CHAPLAINCY
What does a School Chaplain do?
A School Chaplain is a safe person for young people to connect with at school and provides a listening ear and a caring presence. Chaplains run positive, fun activities for students and to assist them in emotional, social and spiritual support.

Working with other members of the school’s support team, the Chaplain cares for students struggling with issues such as difficult relationships with other children or family members, poor self-esteem, family breakdown, and depression.

The partnership between the School and the Chaplaincy Service, supported by local churches, businesses and community organisations, provides a network of local support and assistance. These positive relationships help young people to face difficult issues, and provide hope, connection, meaning, and purpose.

The Chaplaincy Service is available to everyone in the school community regardless of their religious beliefs.

Who is the Gracemere School Chaplain?
Hello, my name is Rodney Dare. I have been a school Chaplain with SU Qld for five years now. Many of the staff and students call me Chappy. One of my other interests is Martial Arts. I have been doing Martial Arts for over 20 years. I run a Martial Arts Dojo/Club in Rockhampton and Gracemere.

What will Chaplaincy look like at Gracemere State School?
During the year, I will assist with sporting and cultural programs, attend school camps, assist in classrooms, run programs that help students develop social and life skills, and interact with students at lunchtime. Students may request to see me on an individual basis for support in personal matters.

Will my child be involved?
Involvement with the Chaplain is entirely voluntary and students choose whether or not they want to be a part of the activities that are offered. Parents will be consulted if their child wishes to be involved in ongoing one-to-one meetings with the Chaplain.

How can I contact the Chaplain?
Chappy Rod will be at Gracemere State School on Thursdays and Fridays. You can also email him rodd@chappy.org.au, or just catch him around the school on the above days.

CHILD CARE (OUT-OF-SCHOOL)
Skippy’s, Le Smiley’s, and Good Start Learning Centres provide out-of-school child care and provides a bus to run children to and from this school. Contact details for these centres are:-

<table>
<thead>
<tr>
<th>Centre</th>
<th>Ph:</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skippy’s Early Learning Centre</td>
<td>49333434</td>
<td><a href="mailto:info@skippys.com.au">info@skippys.com.au</a></td>
<td><a href="http://www.skippys.com.au">www.skippys.com.au</a></td>
</tr>
<tr>
<td>Goodstart Early Learning Centre</td>
<td>1800222543 / 49334544</td>
<td></td>
<td><a href="http://www.goodstart.org.au">www.goodstart.org.au</a></td>
</tr>
<tr>
<td>Le Smiley’s Early Learning Centre</td>
<td>49333553</td>
<td><a href="mailto:lesmileys@bigpond.com">lesmileys@bigpond.com</a></td>
<td><a href="http://www.lesmileys.com.au">www.lesmileys.com.au</a></td>
</tr>
</tbody>
</table>
CHILDREN LEAVING SCHOOL GROUNDS
Under no circumstances will a child be allowed to leave the school grounds without adult supervision during school hours.

If you wish your child to leave the grounds, please send a note to the class teacher indicating which family member or carer will be collecting the child, or alternatively, contact the school office.

If a person other than your family is to take your child, they will be asked to contact the Administration Staff or one of the teachers immediately on entering the grounds. To assist families in these alternate arrangements, it would be appreciated if the school office or teacher were contacted by parents or carers (by phone, text or email) prior to the day.

CLASS NEWSLETTER
Parents will receive a Class Newsletter at the start of each term communicating pertinent information about what is happening in the class for the term. The class newsletter will also be uploaded to the school website for referral.

CLASSROOM MUSIC
Classroom Music lessons are provided by a specialist music teacher to all students in the school.

CLASSROOM OPENING TIMES & TEACHER CHATS
Before school and after school, classroom teachers are busy readying and consolidating classroom teaching and learning experiences.

Class teachers are available for brief chats with parent/carers before school between 8:30am-8:50am. Many parents/carers are wishing to see teachers during this short time frame, so we ask parents/carers to make an appointment should they need a lengthier discussion or conversation. These appointments can be made with the teacher or through the school office.

There will be times classroom teachers are unavailable and/or may request scheduling another appointment due to professional and personal commitments. Classroom teachers are unavailable on Tuesday afternoons due to staff meeting commitments. For effective communication, we encourage families to email their child’s class teacher.

COMMUNICATION TO PARENTS AND CAREGIVERS
Gracemere State School is committed to providing current information in a timely manner to families through a range of social media communication platforms. These include:

- weekly digital school newsletter
- Facebook
- Twitter
- Gracemere State School website
- QSchools app
- email
- text messaging and phone calls using the school mobile
- landline phone calls
- mail

COMPLIMENTS, COMPLAINTS AND CONCERNS

We welcome all feedback, whether it be a compliment on something that we are doing well or a suggestion about an area in which we can improve.

Concerns regarding your child’s education should be discussed with your classroom teacher. Appointments are best facilitated through the office or by note or email to the classroom teacher. Unresolved concerns may be raised with a member of the Administration Team.

CONVEYANCE ALLOWANCE (other than school bus)

You are possibly eligible for the allowance if:

A  (i) You use a private vehicle;
    (ii) You cannot travel to school by bus;
    (iii) Your home is over 3.2km from nearest school.

Application forms may be obtained from the school office.

OR

B  (i) You use a private vehicle to travel more than 3.2km to school bus;
    (ii) Your home is over 4.8km from the nearest school.

Application forms may be obtained from the bus driver.

Distances wherever mentioned above are measured by the shortest trafficable route.

COPYRIGHT, INTERNET, MEDIA, VIDEO & DET SOCIAL MEDIA PERMISSION FORMS

Photographs of students and their work are often taken by school staff on school excursions and at special events and may be published in the school’s digital newsletters, the school social media sites (Twitter & Facebook), on the school’s web page on the Internet and in local newspapers. Additionally, the Curriculum may require students to view G and PG videos and utilise the Internet to achieve educational outcomes. The relevant permissions forms MUST be completed to reflect the preferences of parents and returned to the school office. This information is recorded for future reference.
CURRICULUM
Gracemere offers educational programs from Prep to Year 6 nurtured through our vision statement of Nourish Today | Flourish Tomorrow. They encompass our school expectations of being a Gracemere Star:
• S – Safe
• T – Team
• A – a Learner
• R – Respect

Curriculum Offerings
Teaching and learning at Gracemere State School reflects the expectations of the Australian Curriculum in the subjects below:
• English
• Maths
• Science
• History
• Geography
• Civics and Citizenship
• Technology
• Arts (Music, Visual Arts, Dance, Drama, Media Arts)

Embedded curriculum opportunities incorporate Australian Curriculum and the Essential Learning areas of The Arts, Technology and Health.

Specialist lessons are taught by specialist staff in Music, Languages, Physical Education and Library Information.

Support is offered to students and staff through:
• Processes conducted by our Support Teachers, Literacy & Numeracy (after referral by the classroom teachers).
• Individual Learning Plans for students with disabilities – in collaboration with classroom teachers and Special Education Program Staff.
• Advisory Visiting Teachers provide support upon request for areas such as Speech Language and Physiotherapy.
• Counselling can be provided for many issues (including behaviour management and bullying) by our school guidance officer, chaplain or other community organisations on referral.

CUSTODY
If your child becomes the subject of either of the above documents, it is imperative that you provide a copy of these documents to the Administration and make an appointment to share the implications for your child. We keep a copy of these documents on file and inform the class teacher of the arrangements. We work with you and relevant authorities including Child Safety and Queensland Police to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.

D
DENTAL CLINIC
Oral Health Service provides a range of free dental services to eligible people living in the Central Queensland area. Services are provided to children in mobile dental vans or fixed school clinics.

With the exception of children of some visa holders, all Queensland school children from 4 years of age up to and including grade 10 are eligible for dental treatment. Services are provided to both private and state school students. For further information, please phone 1300 782 413.
EATING TIMES

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session</td>
<td>8:50am – 11:00am</td>
</tr>
<tr>
<td>First Break</td>
<td>11:00am – 11:15am</td>
</tr>
<tr>
<td>Middle Session</td>
<td>11:45am – 1:30pm</td>
</tr>
<tr>
<td>Second Break</td>
<td>1:30pm – 1:40pm</td>
</tr>
<tr>
<td>Afternoon Session</td>
<td>2:00pm – 3:00pm</td>
</tr>
<tr>
<td></td>
<td>Bus Bell 2:55pm</td>
</tr>
</tbody>
</table>

EMERGENCY EVACUATIONS
The school practices a Fire and Lockdown Drill each term in case of a real emergency. All persons in the school grounds at the time of the drills MUST follow staff instructions and copy the same procedure protocols as staff and students.

ENHANCEMENT OFFICER (Previously ST:LaN)
The role of the Enhancement Officer is to work within school teams to assist classroom teachers and curriculum leaders to develop and effectively implement responses to students with learning needs across the Key Learning Areas (KLAs). The Enhancement Officer collaborates and consults with class teachers to effectively differentiate for all students within each class. As part of the Gracemere SS leadership team the Enhancement Officer participates in whole-school planning and organisation of literacy and numeracy support.

The Enhancement Officer is responsible for co-ordinating and providing appropriate, specialised support and integrated educational experiences which address the total development of each individual. This includes:

- analysing and responding to achievement data through curriculum design, pedagogy and assessment
- developing targeted teaching strategies and additional scaffolding to achieve specific learning goals that align with the class programme
- managing support and extension programmes, such as MultiLit, MiniLit, R.O.W
- effective management and use of resources, including Teacher Aides, Digital Resources eg. iPads

The Enhancement Officer is responsible for sharing information/reporting to the Principal, Gracemere State School SNAC (Special Needs Action Committee) and parents.
ENROLMENT
Gracemere State School is well known for a nurturing, small school environment. Enrolments are conducted through the school administration office. Due to our size restrictions, enrolment processes are strictly managed according to our Enrolment Management Plan and Catchment Area. To be enrolled in our school families need to be living in our catchment area, or have a sibling already attending Gracemere State School. Addresses can be check on the Ed Map guide provided on our school website to check whether your residential address falls within our catchment zone: http://www.qgso.qld.gov.au/maps/edmap/

At times, we may ‘lift our catchment net’ to allow students in that don't fall into our zone, ONLY if we have vacancies after catchment students are enrolled.

All enrolment meetings occur with the Principal before the first day of school. Out of school catchment enrolments will be accepted on and after 1st September 2015 each year. Any vacancies will be taken by the first applicants.

Enrolment procedures include completion of an application for enrolment form (which may be done beforehand) and an interview with a member of the administration staff. It is preferable that the children to be enrolled also attend the interview. At the interview you will be provided with or referred to:

- School Handbook
- Application for Enrolment Form
- Enrolment Agreement
- Copyright & Media Release Permission
- DET Social Media Permission
- Internet Access Agreement
- Religious Instruction Form
- Official Dress Code Statement (on our website)
- Responsible Behaviour Plan (on our website)

You will need to provide:

- Birth Certificate of children or proof of enrolment at a previous State School
- Visa (if applicable)
- Proof of residence in our catchment area (this usually consists of one primary source such as a current lease agreement or unconditional contract of sale or deed in the enrolling parent’s name, plus one secondary source such as a power bill or telephone account in the enrolling parent’s name at the address stated on the enrolment form).

At interview, class placement and starting time will be discussed. In order to ensure appropriate placement and classroom support, in some cases the student’s starting time may be delayed until appropriate support is in place. If enrolling a student following a period of attendance in another State school, we will contact the school through the One School enrolment process to ensure enrolment records are updated and transfer requirements are met.

Students enrolling in year one must turn six (6) by 30 June in the year they enrol in Year One.

DETE requires evidence of the date of birth of the child, if not previously sighted during Prep admission. This evidence may take the form of any of the following:

- An official Birth Certificate or extract.
- A newspaper cutting announcing the birth. Date to be shown.
- A certificate from a Doctor or Clergyman – provided the date of birth and the year is clearly stated.
- A Statutory Declaration made by a parent or guardian and signed by a Justice of the Peace (Statutory Declaration forms are available at the Post Office)

For Prep Enrolment children must turn five (5) by 30 June in the year they enrol in Prep. The Prep Year is also a full time program and is not compulsory. The above evidence of the date of birth of the child applies before enrolments can be processed.
EXCURSIONS
Educational excursions are encouraged when they complement educational curriculum and outcomes. These topical excursions require specific permission and will incur a cost to families.

EXTRA CURRICULAR PROGRAMS
Extra-curricular opportunities are available for students at various times during the school day across the year. Some examples are:

- **Choir:** Gracemere SS offers a Junior (P-3) and Senior (4-6) choir which is held during first lunch once a week. The choir has opportunities to perform at school functions such as Under 8s Day and Gracemere Gala, and also the possibility of performing in Eisteddfods, at the Show, shopping centres and aged care facilities. All students are welcome to join and have fun singing traditional and/or pop songs as well as learning the importance of being part of a term.
- **STEM (Science, Technology, Engineering and Mathematics):** Computer Science based activities.
- **Social Skills Program:** Implemented in conjunction to the curriculum, and designed to be responsive to the needs of students in our school community.
- **Chaplaincy Programs:** Gladiators and group activities specifically meeting the needs of students.
- **Sporting Schools Coaching:** Free professional coaching for a range of sports across a range of year levels.

FUNDRAISING & EDUCATIONAL EVENTS INCURRING COSTS
Throughout the year there will be opportunities for families to participate in fundraising opportunities for a variety of causes. Participation is voluntary. Below are possible fundraising ideas (subject to change).

<table>
<thead>
<tr>
<th>Term 1</th>
<th>School</th>
<th>P&amp;C/Chappy</th>
<th>Camp/Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Back to school camp $170</td>
<td>Meet and Greet</td>
<td>Zooper Doopers (continual)</td>
</tr>
<tr>
<td></td>
<td>Swimming $30</td>
<td></td>
<td>Cakes &amp; Bakes Fundraiser</td>
</tr>
<tr>
<td></td>
<td>Senior shirts $35</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Spelling text book $13</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Fun Run (Week 6–10)</td>
<td></td>
<td></td>
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<td></td>
<td>Prep Levy</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>School</th>
<th>P&amp;C/Chappy</th>
<th>Camp/Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANZAC parade</td>
<td>NAPLAN breakfast</td>
<td>Mother’s Day stall</td>
</tr>
<tr>
<td></td>
<td>NAPLAN</td>
<td>Pancake breakfast</td>
<td>Chocolate Drive</td>
</tr>
<tr>
<td></td>
<td>Under 8’s Day</td>
<td>Market Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Photos 16/6/15</td>
<td>Disco</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Book Fair</td>
<td>Athletics Carnival Refreshments Stall</td>
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<td></td>
<td>Mount Morgan Excursion</td>
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<td>Winter sport (Yrs 5-6) - $5 wk</td>
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<td>Athletics carnival</td>
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<td>NAIDOC Day</td>
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<tr>
<th>Term 3</th>
<th>School</th>
<th>P&amp;C/Chappy</th>
<th>Camp/Graduation</th>
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<tbody>
<tr>
<td></td>
<td>Winter sport (Yrs 5-6) - $5 wk</td>
<td>Pancake breakfast</td>
<td>Father’s Day Stall</td>
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<td></td>
<td>Ball Games Carnival</td>
<td>Multidraw raffle</td>
<td>Spellathon</td>
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<td></td>
<td>Gracemere Gala</td>
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<td></td>
<td>Book Fair</td>
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<tr>
<th>Term 4</th>
<th>School</th>
<th>P&amp;C/Chappy</th>
<th>Camp/Graduation</th>
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<tbody>
<tr>
<td></td>
<td>Swimming $30</td>
<td>Cookie dough</td>
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<tr>
<td></td>
<td>Swimming Carnival</td>
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<tr>
<td></td>
<td>Year 6 Graduation Dinner ($30 per parent)</td>
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<td></td>
<td>Year 6 Big Day Out</td>
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</table>
GRACEMERE GALA
Each year students at Gracemere showcase class performances to families of our school community at a Gracemere Gala during Term 3.

GUIDANCE OFFICER SERVICES
Student welfare is a priority for all members of our school community. The Guidance officer service at Gracemere is a professional service offering educational assessments, counselling, and advice for parents and staff in how to best meet the needs of students. The Guidance Officer is available one day a week and this is usually on a Tuesday.

The guidance service is operated through a referral model, with staff processing referrals through the student services meetings, held weekly. See your child’s teacher or Principal for further details. The school provides a broad range of preventative and responsive behaviour programs for students across the school. The aim of each of these is to develop the resilience and skill levels of children to enable more effective engagement and success in learning.

Student welfare is managed through a Special Needs Advisory Committee (SNAC) Team, which comprises of school administrative and teaching staff, Guidance Officer, School Chaplain and Regional Behaviour Team representatives.
HEAD LICE
We are a ‘Health Promoting School’, which means we value the physical and emotional health of everyone in our school community. When we deal with a particular issue (such as head lice) we consider the:

- need for accurate information and support to decrease any myths or blame
- importance of feeling good about ourselves and others
- need for everyone to work together.

Detecting and treating head lice is the responsibility of families. In the event of your child contracting head lice, it is recommended that you use:

- The conditioner and combing technique as a treatment alone or
- The conditioner and combing technique in between the use of a chemical treatment.

It is essential to check for effectiveness after each application of a chemical product (refer to instructions below). Some head lice are resistant to some chemical treatments. This means that this treatment will not be effective in killing head lice.

<table>
<thead>
<tr>
<th>Using Chemical Treatments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use only chemicals designed to treat head lice.</td>
<td></td>
</tr>
<tr>
<td>• Apply chemical only if you actually find live head lice.</td>
<td></td>
</tr>
<tr>
<td>• Cover the child’s eyes.</td>
<td></td>
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<tr>
<td>• Apply product to dry hair (if wet hair is advised in the instructions, use the least amount of water).</td>
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</tr>
<tr>
<td>• Apply product thoroughly to scalp and all hairs from roots to tips.</td>
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<tr>
<td>• Comb through to spread evenly. Comb several times if hair is long.</td>
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</tr>
<tr>
<td>• Leave product in hair for the time recommended by the manufacturer.</td>
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</tr>
<tr>
<td>• Check for effectiveness: Use a fine-tooth head lice comb to comb all of the hairs from roots to tips. If product has dried, apply some water to moisten the hair. After each sweep, wipe the combings onto a tissue. Repeat until all hair has been combed at least twice.</td>
<td></td>
</tr>
<tr>
<td>• Wait 5 minutes for the head lice to dry off. Observe the lice for movement and decide if the treatment is effective or not.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ineffective:</th>
<th>Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some lice run around or wave their legs and antennae.</td>
<td>All lice are dead.</td>
</tr>
</tbody>
</table>

Select a product with a different active ingredient. Show the pharmacist your head lice record and request advice on choosing an alternative treatment or consider using the conditioner and combing technique.

Apply same product every 7 days (maximum 3 times) to kill the lice hatching from the eggs. Use conditioner and combing every 2 days in between to improve the effectiveness of the treatment.

After first application, eggs will be present. In 7 days use conditioner and combing to detect lice. If lice are found apply product again.

After second application, if there are still lice, apply product again in 7 days.

After third application, if lice are still present, continue using conditioner and combing only.
INSTRUMENTAL MUSIC PROGRAM
Gracemere State School offers the opportunity for students from Year 3 – Year 6 to partake in the Strings Instrumental Program, via an Expression of Interest. Students are selected for the Instrumental Strings Program according to various criteria:

- student’s keenness to learn;
- musical aptitude;
- physical characteristics pertinent to a particular instrument
- commitment of student and parent to both daily practice
- regular attendance at lessons and rehearsals.

The Program provides free tuition in Strings only. Ensemble experience is provided through Concert Bands and other small Ensembles, thus the Program becomes an integral part of the student’s Music Education. Instruction takes place in a GROUP of 3-10 students learning together. Instruments for loan are limited.

LANGUAGES
The Key Learning Language taught to Gracemere State School’s Year 5 and Year 6 students is Japanese. These lessons are taught by a specialist Japanese teacher.
**LIBRARY & INFORMATION TECHNOLOGIES**
Gracemere State School’s library is a vibrant, exciting space designed for maximum fun, flexibility and learning. We provide a well-resourced and inviting environment designed specifically to foster a love of reading, and enrich the development of student information and digital literacy skills.

Students can make selections from a range of Junior Fiction (JF), Fiction (F), Junior Non-Fiction (JNF) and Non-Fiction (NF) books. A digital collection of resources and eBooks are also available via the school website and our online library catalogue to view our comprehensive collection.

An extensive collection of teacher reference materials, current resources to support the new Australian curriculum and diverse classroom reading schemes also support quality teaching and learning opportunities across the school.

**Library hours**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before school</td>
<td>8.00am to 8.45am</td>
</tr>
<tr>
<td>First break</td>
<td>11.15am to 11.40am</td>
</tr>
<tr>
<td>After school</td>
<td>3.00pm to 3.30pm</td>
</tr>
</tbody>
</table>

**Borrowing: Building Better Readers**
All students are encouraged to regularly borrow from the school library. Classes are allocated a borrowing time each week. Students may also change books in their own time. All student loans are for two weeks, but students should return books as soon as they have read them. Parents and carers are welcome to come and help their child select a suitable book. A library bag is required to protect the books.

**Overdue library books**
Students with lost books will be asked to pay the missing book to allow the school library to purchase a replacement. Students with overdue library books are not allowed to borrow until the book has been returned or paid for.

**Damaged books**
Books should be kept in a clean, dry location. Should a book get damaged, return it to the school as soon as possible as we may be able to fix it. Books that cannot be fixed need to be paid for.

**Lunchtime activities**
A diverse variety of independent and social activities are available during lunchtime - computer access, SingStar, videos, board games, Lego, Twister, robotics, science and craft activities, or simply find a quiet spot to read.

**After school activities**
Occasionally, extension STEM Computer Science opportunities are extended to students.

**Library events**
- Scholastic Book Club (7-8 issues per year)
- Scholastic Book Fair (July & November)
- Children’s Book Council of Australia’s (CBCA) Book Week (August)
- Premier’s Reading Challenge (May – September)

**LOST PROPERTY**
It assists the school if all items of clothing are **clearly** marked. Articles of lost clothing are kept at the school in the Lost Property Box under A Block. Parents may inspect the boxes at any time to recover lost items. Unclaimed clothing is kept for a period and then donated to a worthy charity of at the end of each Term. We ask parents/carers ensure all of their child’s/children’s items are clearly named to enable speedy return of misplaced items.
MEDICAL & DENTAL APPOINTMENTS
Every Day Counts! We encourage families to schedule medical/dental/specialist appointments outside school hours to maximise quality learning opportunities for their children.

A Mobile School Dental Service is available. Should students require dental services, parents/carers can contact 0407 0022 750 to organise an appointment and receive the necessary forms. The Dental Van occasionally bases itself at Gracemere State School for short durations for ease of access for families.

MEDICATION
Medication, prescribed by a doctor or dentist may be administered to students by school staff. Departmental regulations prohibit students carrying their own medication to school. Parents are required to deliver medication to the Administration Office and collect it after school or before weekends as needed. Medication will be stored and administered to students at the school office. All medication is to be administered by school staff in strict accordance with instructions displayed on the current pharmacist label. Parents/carers must complete a Medication Form at the school office to enable staff to administer medication.

A school register is kept of all medication issued. Non-prescribed medications should not be brought to school and will not be administered by school staff.

Students with severe medication conditions eg diabetes, severe asthma, epilepsy, anaphylaxis etc need to submit a detailed health plan prepared with a member of the Administration team.

MOBILE PHONE POLICY
There are times when it is genuinely appropriate for students to have access to a mobile phone for emergencies or change of arrangements with parents. The mobile phone use should be restricted so as not to detract from the school educational program.

- Mobile phones must be handed in to the school office during school hours.
- Mobile phones must be turned off during school hours.
- Mobile phones are used at their owner’s risk. No liability will be accepted by the school in the event of loss, theft or damage of any device, unless it can be established that the loss, theft or damage was from the department’s negligence.

This policy also applies to students during school excursions, camps and extra-curricular activities.

MONEY COLLECTIONS
Maintaining the security of your child’s money in the school environment is difficult. The following procedures are in place to help provide the best possible security:

- All money for school must be sealed in an envelope or ziplock bag marked with your child’s name, grade and name of the excursion/collection.
- This envelope must be handed to the class teacher upon arrival at the classroom. This money is then placed in the class bank bag and forwarded to the office where it is receipted and banked. Your child will receive a receipt on the following day, via the class teacher.
- Book Club / Book Fair cash orders must be handed to the library staff upon arrival at school. The order will be submitted and the money forwarded to the office where it is receipted and banked.
- Students are advised to keep money for other purposes in a small wallet or money purse on their person. Students are strongly advised not to leave money in their school bags or tidy trays.
NEWSLETTER
We regard the newsletter as an important means of communication between the school and our families. The Gracemere State School eNewsletter is published weekly. It is available via the school website https://gracemerss.eq.edu.au/, the QSchools app http://deta.qld.gov.au/about/apps/education/qschools.html and emailed to families who have registered their email address with the school office.

If circumstances prevent accessing the school newsletter digitally, please inform the school office so we can ensure printed copies are available for collection from the office.

If you have a community notice request for inclusion in the newsletter, please email admin@gracemerss.eq.edu.au.

PARENT INVOLVEMENT
Parent involvement is welcomed and encouraged. You can be involved in:

- Classroom and school activities
- Reading groups, art lessons, athletics carnival, working bees.
- P & C activities (meetings on the third Wednesday of each month)

If you would like to volunteer your time, please contact the Class Teacher or Principal. All volunteers who are not parents of a student at our school, must have a Blue Card. Volunteers must sign in and out of the school office.

Occasionally, the P&C will host special events to support Gracemere State School. Requests for volunteers will be extended through the school media channels, eg Athletics Carnival stalls, school discos, BBQs, etc.

PARENTS & CITIZENS' ASSOCIATION
The Parents and Citizens' Association (P&C) meets in the school on the third Wednesday of most months at 3:15pm. New members are always welcome and we cordially invited to all families to be part of this valuable team to support quality education at Gracemere State School.

PICK UP & DROP OFF ZONES
There is a drop off zone directly in front of the school. We ask families to avoid dropping students off in the bus lane. To ensure all students are safe, we ask families to walk their students across the parking lot should they not get a park adjacent to the school.

PHYSICAL EDUCATION
Swimming is part of the required school curriculum. Swimming lessons for students occur during Term 1 or Term 4. Across the year each class will participate in one term of swimming lessons. Generally, the upper half of the school participate in compulsory swimming lessons in Term 1 and the younger classes participate in compulsory swimming lessons in Term 4. This is managed each year in accordance to class numbers. The swimming levy is expected to be paid upfront to ensure your child’s attendance. The mandatory levy covers the cost of the bus and use of the pool facilities.

PLAYGROUND SUPERVISION BEFORE AND AFTER SCHOOL
Supervision of student play commences at 8:30am. It is a Departmental directive that no children (school aged or not) are able to play on the playground equipment before 8:30am or after 3:00pm, even with parental supervision.
**PRIVACY STATEMENT**

**Enrolment Form Details**
The Department of Education, Training and Employment collects the student and family information on the enrolment form for the purpose of school enrolment and student management as outlined in the Education (General Provisions) Act 2006 and Information Privacy Act (2009). Information collected on the enrolment form will be stored securely. If you wish to access or correct any information stored on the enrolment form, or discuss how it has been stored, managed or disclosed, please contact the school in the first instance.

However, please be aware that in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these State government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Child Safety. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. In addition, the Commonwealth Government may access de-identified information concerning parents’ school and non-school education, occupation groups and main language other than English spoken at home, sex and Indigenous status. This is in accord with the Commonwealth Department of Education, Employment and Workforce Relations and State government funding agreements.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

**Attendance/Achievement/Behaviour**
While students are enrolled in and attend State schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

This personal information can be disclosed to other third parties without the individual’s consent where authorized or required by law.

**Wellbeing, Protection and Safety**
During a student’s attendance, the Department of Education, Training and Employment may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies with DETE’s Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual’s consent where authorized or required by law.

**Children and Young People in the Care of the State – Data-Matching**
The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school population, including those who have specific needs. This personal information may include:

- Achievement levels
- Retention rates
- Age
- School year levels
- School disciplinary absences
- Student movement between schools

You may obtain further information about the Queensland Government’s privacy regime by contacting the Legal and Administrative Law Branch in the Department of Education and Training via email rti@deta.qld.gov.au

If you have any questions about privacy or access to information, you may contact DETE’s Privacy Contact Officer on 3237 0819.
RELIGIOUS INSTRUCTION
Ecumenical Religious Instruction for all major religious groups are taught by one R.E. teacher. The teachings have been approved by those religions. Students at Gracemere State School will receive a weekly 30min Religious Instruction lesson. An indication of parental wishes regarding the Religious Instruction program is sent home at the start of each year.

REPORT CARDS & 3-WAY CHATS (INTERVIEWS)
Report Cards are issued for all students from Prep to Year 6 at the end of each semester during the Parent-Student-Teacher (PST) 3 Way Chats. Student achievement is discussed during these PST chats. These conversations enhance the partnership between home and school, producing better outcomes for our students.

If you have concerns about your child at any time, please discuss the matter directly with the Class Teacher or Principal anytime throughout the year.

SCHOOL SECURITY – SIGN IN POLICY
All persons entering the school facility are required to report to the Administration building and sign on upon arrival. On completion of the visit the Sign-In Register must be signed off. This is a legal requirement.

SICKNESS AT SCHOOL
 Occasionally, children become ill while at school. If this happens, we contact you by telephone and arrange for your child to go home. If you are not available, we will contact the emergency number given to us or contact you at work. Failing that, we will do our best to make your child as comfortable as we can. However, the school is not the best place for an ill child and we do ask you to ensure you have adequate arrangements in the event of illness or accident. On collection of your child, the office staff will sign your child out.

In the case of a seriously ill or injured child we will arrange for the ambulance to attend to your child and be guided by their advice should we be unable to contact you.

When a child is ill or injured they need the comfort of parents or family friends and we do ask all parents to keep us up to date with changes in telephone numbers, addresses and information relating to emergency contacts.

SOCIAL MEDIA AND THE SCHOOL COMMUNITY
The Department has developed clear guidelines for parents and carers about how to use social media in relation to comments or posts about their school community.

The internet, mobile phones and social media provide wonderful opportunities for you to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

Just as you would discourage your child from behaving inappropriately online, it’s important to remember that sometimes negative comments that parents and caregivers post about their school community have a greater impact than expected.

Reputations of teachers, schools, principals and even parents can be permanently damaged – and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.
How do I report inappropriate content?

Social media platforms may remove content that contains hate speech and certain other types of abusive or threatening material, and they may not remove content that contains inappropriate content. If you notice content that violates these policies, please contact their support team to report the content.

Common links
- Facebook: www.facebook.com/safety
- Instagram: www.instagram.com
- Twitter: @support.twitter.com

Further information
- @Australia.com: www.australia.com
- @Australia.com: www.australia.com
- @Australia.com: www.australia.com

Social media and the school community

This guide offers some information to parents and caregivers about how to use social media in relation to comments or posts that are about their school community.

The internet, mobile phones and social media provide opportunities for online learning and socialising. While these technologies can support platforms for sharing ideas, they also bring the potential to create an environment where students, staff and others can be subject to cyberbullying.

Just as you would discuss issues with a child, from including bullying, privacy and safety, it is important to design and implement effective measures to protect your child or other individuals at risk of online bullying.

General tips

Using a few simple strategies can help keep the use of social media safe and positive:

- Be mindful when commenting, try to keep conversations on topic and avoid posting anything that could identify individuals.
- Be sure that any images or comments you post are not offensive.
- Remember that what you post today may be seen tomorrow.
- Always ask a trusted adult before posting.

Is it appropriate to comment or post about schools or staff?

It is important to consider the context and what you are saying or posting. For example:

- Be respectful and considerate in your comments.
- Avoid posting anything that could identify individuals.
- Be mindful of the impact your comments may have on others.
- Remember that what you post today may be seen tomorrow.

Possible civil or criminal ramifications of online commentary

A serious misuse of language in an online environment may result in a criminal offense and/or a civil suit. In some cases, civil suits may be brought against online platforms or individuals.

What about other people’s privacy?

If you post photos of your children, be mindful of their privacy. In the background. You might not happen to share your child’s personal information or social media, but some parents may.

If you are using your child’s phone, consider what other parents may think or feel about their child’s personal information. It is important to be aware of the impact your actions can have on others.

Get to know social media

Before commenting or posting:

- Take some time to research online networks and social apps, in particular:
  - Terms of use
  - Privacy policies
  - If you encounter any issues or concerns, contact the company or service provider.

What if I encounter problem content?

Taking the following steps may help resolve the issue:

- Report the content.
- Try to remove the content.
- Contact the company or service provider.

- If you encounter inappropriate content, contact the company or service provider.
- If you encounter any issues or concerns, contact the company or service provider.
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**SPECIAL DAYS**
Throughout the year, Gracemere State School hosts a variety of special events. We encourage families to come and see your child in action. Some of our special events you will be invited to are:
- Under 8’s day—celebrating being young!
- Fundraising dress up & free dress days to raise money for various organisations
- Books & Brunch
- School Swimming Program
- Cross country / Fun Run
- Swimming Carnival
- Gracemere Gala
- Free dress days
- Book Week
- Book Fair
- NAIDOC Day
  - Athletics Carnival

**SPORT**
The school’s sport program involves Interschool competition (Years 5 and 6) and Interhouse competition (Prep to Year 6).

**Interschool Competitions:**
Students from Year 5 and Year 6 will have the opportunity to partake in the Interschool team sports Netball and Rugby League across Term 2 and Term 3. Permissions to partake in these Interschool Sports will be requested, with families responsible for supplying any necessary safety equipment. The Interschool Sports Levy of $5 per week is expected to be paid upfront to enable student participation. The levy covers the participation fees and bus transportation to various venues. The $5 levy is paid directly to your child’s sporting coach each week.

The P&C has sourced Gracemere State School water bottles and netball visors for purchase from the school office.

CQ Regional Shield (Term 3) allows students from Year 6 to compete in Netball and Rugby League against schools from the wider CQ Region in a 2 day competition. Selection process apply.

Representative Sporting Opportunities will be communicated via the school office, the front notice board and through the various school digital medial platforms.

**Interhouse Competitions:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Term 2</td>
<td>Athletics</td>
</tr>
<tr>
<td>Term 3</td>
<td>Ball Games</td>
</tr>
<tr>
<td>Term 4</td>
<td>Swimming Carnival</td>
</tr>
</tbody>
</table>

Qualifying students are eligible for further Sporting representative opportunities across a variety of sporting options across the year. For the purpose of Interhouse sports, the school is divided into three (3) houses, with members of the same family placed in the same house. Students are encouraged to support their Interhouse team colours during Interhouse Competitions:

- Archer
- Ellida
- Fitzroy
SPORTS ACTIVITIES & COACHING
Students can borrow sports equipment from their classrooms for use in lunchtime play. It is expected the student borrowing the equipment be responsible for it and return it at the end of lunch time. No toys or devices should be brought from home to use at lunchtimes.

Gracemere State School’s participation in the Sporting School Program provides free professional coaching opportunities across a range of sporting activities to students during lunch time.

STEP UP INTO PREP
During Terms 1, 2 and 3, Gracemere State School extends invitations to Day Care Centres and families with Kindergarten aged children (4 years old) to attend Books & Brunch morning of stories, activities and morning tea between 9:30am – 11:00am.

In Term 4, Gracemere State School’s Step Up Into Prep Transition Program begins.

STATE EDUCATION ALLOCATION
All students may:
- Access 24 semesters of state education i.e. 12 years of schooling.
- Apply for an additional four semesters (up to two allocations of two semesters) provided at the discretion of the principal, and
- In exceptional circumstances, apply for a further two semesters at the discretion of the Director-General of Education.

Principals must inform all parent / carer(s) of students enrolled at this school of their child’s remaining allocation of semesters. This information is included with, or attached to, your child’s end of year report.

STUDENT BANKING
Student banking is available through the Commonwealth Bank each Wednesday morning. Application forms are obtained by contacting the school office.

STUDENT TRANSFERS
Upon acceptance of enrolment, your child’s enrolment information is recorded in One School. We will have access to your child’s previous records if he/she was enrolled in a Queensland State School prior to arrival at Gracemere State School. Information accessed from One School ensures continuity of the student’s educational program and meets the principal’s duty of care obligations in relation to the student and the school community.

The information stored in One School includes:
1. student-identifying information
2. custody or guardianship orders
3. medical details
4. school details
5. level of schooling
6. allocation of State education
7. school attendance
8. educational performance
9. educational support
10. behavioural issues
SUN SAFETY
We are a SunSmart school – hats at all times!
It is school policy, approved by the Parents and Citizens’ Association, that headwear giving all round protection be worn whenever students are in the sun for more than a few minutes. Approved styles are a brimmed hat. For activities where this is impractical, eg swimming, sunscreen should be applied.

Students are required to wear a sun shirt during swimming lessons and swimming carnivals.


SUPERVISION
Children who arrive early at school (before 8:30am) are NOT under direct teacher supervision as preparation is being carried out for the day’s teaching. Under no circumstances should children arrive prior to 8:00am. For your child’s safety, it is advisable that children arrive at school no earlier than 8:30am. Students must sit in the Undercover Area where staff are able to see them until the 8.30am bell.

Unless involved in extra-curricular activities, children are encouraged to leave the school grounds as soon as possible after dismissal at 3:00pm. Staff supervise bus departures after school.

Students arriving after 9:00am should report to the school office to register their arrival.

TUCKSHOP
The Tuckshop is operated by a Convenor appointed by the Parents and Citizens’ Association. The Tuckshop operates on a weekly basis, currently on Friday first lunch, however this is subject to change at the discretion of both the Convenor and P&C Association. Students can order extra for second lunch and keep it in their school bag. There is no tuckshop in the last week of the school year.

To order, a student must:
(a) take a paper bag from the tuckshop and fill in his/her order
(b) place correct money, if possible, in an envelope inside the bag
(c) return it to the school on the morning of tuckshop, before school

Volunteering at the tuckshop is welcomed and operates on a roster system. If you feel you are able to help, please phone the school office on 49317555. All help is greatly appreciated.

There are two menus per year: Spring/Summer & Autumn/Winter menus that offer seasonal food choices. Pricing can fluctuate if supplier’s cost increase.
The uniform change reflects the emergent need for greater durability and ease of care. All uniform changes will be phased in over a 2 year timeframe.

All children are encouraged to wear the School Uniform. All shirts must be worn tucked in. Hats are considered a necessity in a climate such as ours and are compulsory. New uniforms and hats can be purchased from:

Inferno
179 East Street, Rockhampton.
Phone 4914 0702

**Boy Uniform Choices:**
- school polo shirt
- navy blue shorts

**Girl Uniform Choices:**
- school polo shirt
- navy blue shorts/skorts

**Prep Hat:** light blue bucket hat reversible with sporting house colour (red-Archer | green-Fitzroy | yellow-Ellida)

**Year 1-6 Hat:** dark blue bucket hat reversible with sporting house colour (red-Archer | green-Fitzroy | yellow-Ellida)

**Shoes:** Students are required to wear sensible, lace up shoes or joggers.

**Senior Shirts:** Year 6 Senior Shirts are designed by the teacher and students each year. These shirts are ordered in Term 1 each and paid for by the students.

**Winter Clothing:**
- school full-zip jacket
- Navy jumpers and tracksuit pants are acceptable.

**Library Bag:**

**VEHICLES IN SCHOOL GROUNDS**
With the permission of the Principal, vehicles of people on business are allowed in the grounds. Other vehicles must be parked outside the school perimeter, according to designated traffic signs.