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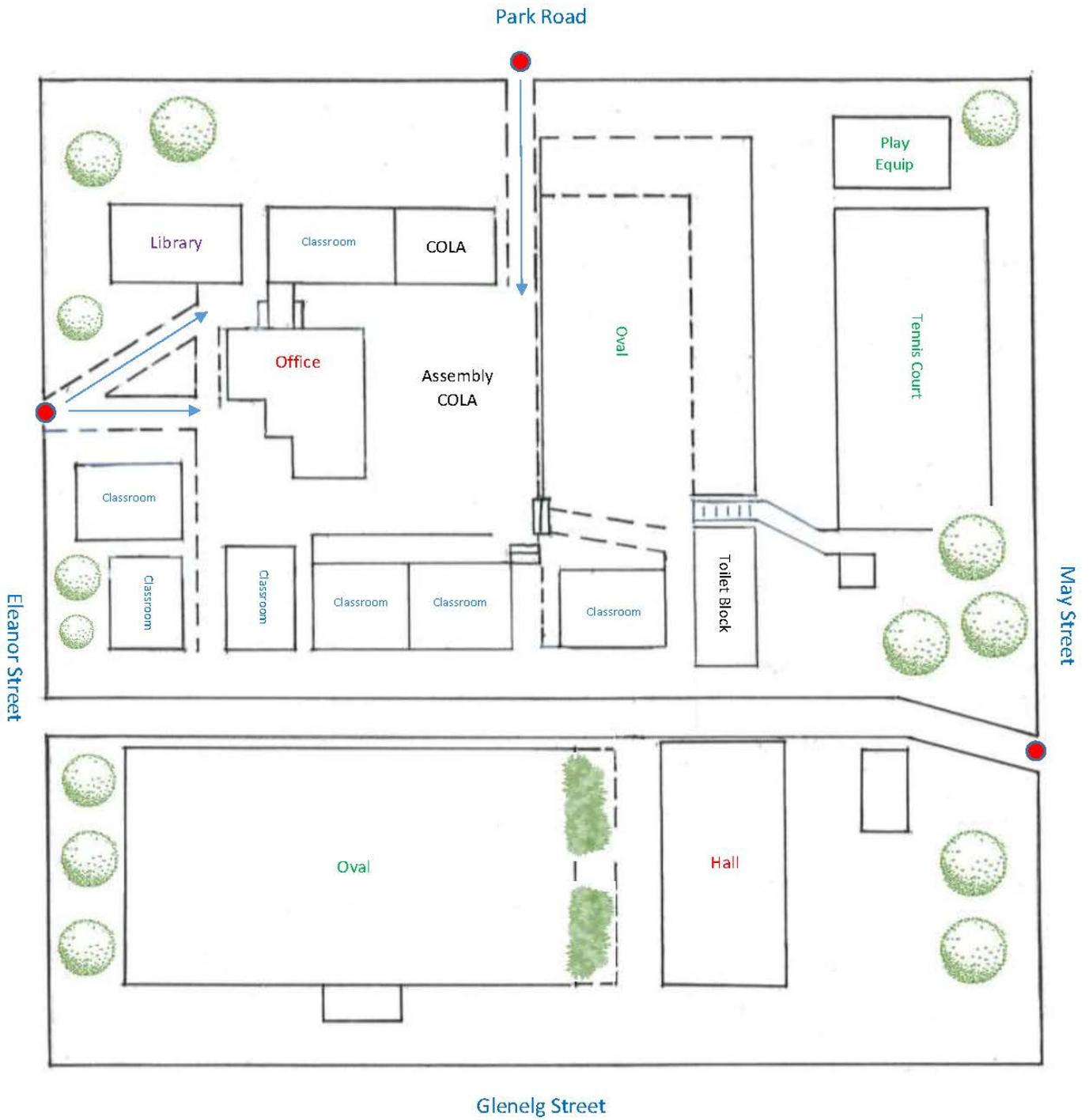
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# Goulburn East Public School - Site Plan



● Indicate gates

# Our Staff

The staff at Goulburn East Public School would like to extend a warm welcome to you all. We are proud of our school and all that it has to offer your child. With the professional expertise and enthusiasm of our staff, we endeavour to produce an environment which students find comfortable and secure, enabling them to achieve their full potential.

Mrs Charmian Cribb	Principal
Mrs Bronwyn Robinson	Assistant Principal/Class Teacher
Mrs Helen Sharwood	Assistant Principal/Class Teacher
Mrs Ayeisha Jones	Class Teacher
Mrs Amy Frazer	Class Teacher
Mrs Annette Pattison	Class Teacher
Mr Patrick Manning	Class Teacher
Mrs Jennifer Gliddon	Class Teacher
Mrs Tennille Campbell	Class Teacher
Mrs Jenny Anderson	Teacher Librarian
Mrs Gail Joyce	Learning & Support Teacher
Ms Bianca Hall	Teacher
Mrs Sue Peden	School Administrative Manager
Ms Janna House	School Administrative Officer
Mrs Kim Hall	School Learning Support Officer
Mr Jackson Fleming	School Learning Support Officer
Mrs Katie Robinson	School Learning Support Officer
Mr Neville Robertson	General Assistant
Mrs Kylie McPhie	School Counsellor



# Welcome

On behalf of the staff, I would like to welcome you and your family to the Goulburn East Public School community. I am extremely proud and honoured to be this wonderful school's Principal and I hope that your involvement with this school will be enjoyable and rewarding for both you and your child.

The core purpose of our school and our ongoing commitment is to ensure we provide our students with a safe and challenging environment that engages and stimulates them to become lifelong learners with the academic, social and personal skills to become confident citizens in this changing world.

We strive to provide the best education we can with each child being known, valued and cared for during these important primary years. We are committed to providing our students with a quality education through the recognition of individual learning styles, effective communication, team work, continuous improvement and the development of a sense of belonging.

At Goulburn East we take pride in our history and place in the Goulburn community.

The partnership between parents and teachers is vital to a child's success at school. As a school we believe our students can be inspired to reach their goals when there is a strong partnership between home and school.

Charmian Cribb

# Our School Day – 9.25am to 3.25pm

## Bell Times

9.00am	Playground supervision commences
9.25am	Assembly/Morning session commences
11.25am	Lunch
12.15pm	Mid-session commences
1.45pm	Recharge
2.10pm	Afternoon session commences
3.25pm	End of day



Supervision is provided for students from 9.00am each day.

Parents are requested to ensure that children are at school **no later than 9.25am.**

## Breakfast Club

The school runs a breakfast club in the library Wednesday, Thursday and Friday mornings from 8.15am to 8.50am. All students are welcome to attend on a regular or casual basis. Breakfast Club offers a healthy start to the day for our students. A gold coin donation is appreciated.

## Afternoon Procedure

All students, including Kindergarten, are dismissed at 3.25pm after assembling under the COLA for afternoon messages. Students are then supervised to either their bus line, to Eleanor Street, Park Road or May Street to meet parents/carers or are supervised to cross the road.

If home time arrangements change during the day, please phone the school office to let us know.

## Late Arrival/Early Departure Procedures

If your child is arriving late or returning from an appointment, you must accompany them to the school office to sign them in and receive a slip to give to your child's teacher.

To take your child early, or for an appointment, you must sign them out first and then take the slip given to you by the office staff to your child's teacher.

*You must inform the school by phone, letter or email if any person other than yourself is going to collect your child.*

## Playgroup

Playgroup is run each Tuesday morning during school terms in our school hall from 9.30am to 11.00am. The playgroup is co-ordinated through the Goulburn Schools as Community Centres program. Anyone with preschool aged children is welcome. Morning tea is supplied at no charge. Please phone the Art Gallery for further information on 4823 4494.

## Crunch & Sip

Crunch & Sip is held during the morning session for students to refuel on vegetables, salad and fruit and rehydrate with water. Students who have eaten and are well hydrated perform better in the classroom.

Parents are asked to send food for Crunch & Sip cut into bite size pieces.



## Special Religious Education (SRE)

Religious instruction is provided by volunteer lay people. Scripture is not compulsory, and students have the option of attending scripture or staying in class with their teacher. All religious denominations are taught by the same scripture teacher. Scripture lessons take place each Thursday between 12.15pm and 12.45pm

## Ethics Classes (SEE)

We are currently examining the possibility of starting ethics classes at Goulburn East.

Special Education in Ethics (SEE) is taught by specially trained volunteers. Years K-2 focus on developing core skills such as listening to others and taking turns to speak. In Years 3-6 ethics, students develop their critical thinking and discussion-based skills based on contemporary issues and real life scenarios.

## Assemblies

Parents are encouraged to attend school assemblies. These assemblies are held fortnightly and are a great way to keep in touch with the many activities your children are involved in throughout the school year. At most assemblies, one of our classes will perform an item. Your child's teacher will let you know if your child is involved.

## Evacuation/Lockdown Procedures

The school organises regular evacuation and lockdown drills so that students are aware of the procedures for each scenario.



## Personal Items

If for some reason parents need their child to bring a mobile phone to school, it must be turned off and handed in to the school office before school and collected at the end of the day. iPods and handheld electronic games should not be brought to school. Toys should only be brought to school if they are part of a class news item. Whilst every effort is made to ensure they are secure, no responsibility can be accepted for loss or damage of any item.

## Attendance and Absences

Under the Education and Public Instruction Act 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 5 and 17 years.

### Regular attendance is important

If students miss the basics in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance and attitude to learning at High School.

### Children should be sent to school every day unless:



- the child is too sick to leave the house
- the child has an infectious disease like chicken pox, mumps or measles
- the child is incapacitated by injury preventing movement around the school
- the child has to honour a religious commitment or
- the child is accompanying his or her parents on a family holiday which cannot be arranged in school vacation. This should be communicated to the Principal.

Wherever possible, dental, medical and other appointments should be made out of school hours.

### The school must be notified if a child will be away.

It is important to let the school know when your child will be away and why your child is absent. Parents have several options of notifying the school of their child's absence:

- ✓ by sending in an *Absence Notification* via the Skoolbag app
- ✓ by ringing the school on the morning of each day's absence
- ✓ by emailing through an explanation of the absence
- ✓ by sending in a *Reason for Absence* form on the first day the student returns to school after an absence

Any note of explanation forwarded to school should contain:

- Your child's name and class
- The day(s) and date(s) that your child was absent from school
- The reason the child was absent
- The signature of the child's parent or caregiver

If your child will be absent for five days or more, (for reasons other than illness) an Application for Extended Leave (Travel) must be completed PRIOR to leave being taken for approval to be considered; otherwise the absences will be marked as unjustified.

If your child visits a Doctor due to illness, please request a Medical Certificate covering the date(s) of the absence(s). Extended absences due to illness are eligible for an *Exemption from School* if a Doctor's Certificate is provided for the entire period.

## Parent/Carer and Emergency Contact Information

Please ensure that the school office is notified **immediately** in writing of any changes to contact numbers or addresses so that entries on our database can be altered accordingly. This includes changes to any emergency contacts. Only contacts who live close or reasonably close to the school should be included. Emergency contacts will be contacted should we be unable to contact parents/carers.

## First Aid and Medication

At school, every care is taken to avoid accidents. This is achieved by both the enforcement of school rules and the provision of safe, supervised play areas. In the event of accidents involving students at school, first aid will be administered by the relevant first aid officer as per DoE guidelines. In the case of serious injuries, parents are immediately notified, and medical advice or parental direction sought.

In the case of an emergency, an ambulance is organised, and the school will contact the parents as soon as possible. The student would be taken to the Goulburn Base Hospital. There is no cost to parents, as the school pays an annual ambulance membership cost.

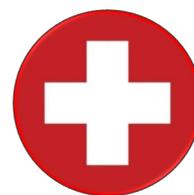
Several staff at Goulburn East Public School have Senior First Aid qualifications, and all staff are trained in CPR and Anaphylaxis.

### Administering Medicines at School

Any student requiring medication at school will need to have a **Request for the Administration of a Prescribed Medicine** form filled out by their parent/carers prior to staff administering the prescribed medicine. This form must be completed whether the medication is required for a short time only or on an on-going basis for a long-term condition.

Medicines **MUST** be brought to school sealed in the original packaging/container which clearly shows the prescription which will include:

- The child's name
- The name and strength of the medication
- The prescribed dosage
- How frequently the medicine must be administered and at what time
- Any special storage instructions (such as antibiotics to be refrigerated)
- The name of the doctor who prescribed the medication



**Please note that we DO NOT administer non-prescription medicines such as Panadol, Nurofen or cough medicine.**

If your child requires an Asthma puffer (such as Asmol or Ventolin) you will also need to provide a spacer to the school for your child's personal use. **Also, please ensure that your child's doctor completes an Asthma Management Plan, (available from the school office) even if your child's asthma is only occasional.** This plan assists us to effectively care for your child during asthmatic episodes.

## Payments, Permission notes and Refunds



All notes and money are to be handed in to the school office in an envelope or zip lock bag. Please include correct money with notes as we do not have change available, nor do we accept foreign coins.

Most school payments can be paid via our Parent Online Payment (POP) system. Go to the school website and click on the 'Make a Payment' tab, or access the Westpac Gateway on the Skoolbag app. Write your receipt number on the permission note and return it to school as usual.

All permission notes must have your child's FULL legal name and class clearly written and a separate note must be filled out for each student.

Permission notes can also be submitted via the Skoolbag app.

Please keep money for P & C organised events and GEPS events separate when sending them in to the office.

Refunds will only be given when notification is received seven days prior to an event and only if the amount is \$10.00 or more.

## Student assistance

Money is provided by the Department of Education to assist families. This money can be used to assist parents in meeting some of the expenses of educating a child. Application forms are available at the school office and will need to be approved by the Principal.



## Voluntary contributions

Goulburn East Public School asks each family to pay \$60.00 per family per year to assist with the school's costs, as well as other educational resources. We do not ask for any other school fee or contribution.

## Library

It is the aim of the school to encourage maximum use of the library both for enjoyment and as a resource centre for learning. All classes have regular timetabled lessons learning research skills and literature appreciation. Students are informed at the beginning of the school year which day their class will have library and borrowing is encouraged each week.

- All students are encouraged to participate in the Premiers Reading Challenge
- A library bag is required for all library borrowing

Each year, the school holds a Book Fair which provides an opportunity for the community to purchase books, either for themselves or to donate to our library.

## Volunteers at School

Parents and Carers are encouraged to join the P & C to become involved in school programs and special projects. If you can help in any way, your time and effort would be most appreciated. All volunteers in the school, including parents helping with educational programs are required to sign in at the front office when they arrive at school. It is the volunteers and visitor's responsibility to ensure that they sign this book in case of an emergency evacuation or lockdown.

Please remember that all volunteers **MUST** complete an Appendix 5 – 'Declaration for volunteers and non-child related contractors' before volunteering commences. Declaration forms are available from the office. Please return completed forms to the office, along with the required proof of identity documents.



## Starting School

Our Kindy Orientation program operates during Term 4 and provides many opportunities for children starting Kindergarten to settle into school routine, mix with other students and engage in both structured and unstructured play activities. Goulburn East Public School conducts the Best Start Assessment Program for all Kindergarten students at the beginning of the school year.

The Best Start Assessment Program provides:

- Information that supports the teacher in meeting students individual learning needs
- Parents and caregivers with feedback on what their child can do
- Assistance in the monitoring of student learning throughout Kindergarten

## Enrolment

Goulburn East Public School is only able to accept **In Zone** applications for enrolment. Proof of address must be supplied, along with a Birth Certificate and a recent Immunisation Certificate. Please contact the school office for a list of proof of address documents that can be accepted.

Parents of children from overseas enrolling in a state school for the first time must present the appropriate documents, which include a current passport with visa and entry permit.

## Hall Hire

The school hall is available for hire on weekends during the school term. Please phone the school office for further details and costing.

## School Uniform

There is strong support from both parents and staff at Goulburn East Public School for the wearing of a school uniform. We believe it helps to promote school pride and encourages the students to feel part of a cohesive and supportive community.

The design of the uniform was the result of consultation between the school and parents. It is inexpensive and easy to care for. Uniforms are available for Lowes Goulburn store. Goulburn East Public School is a Sun Safe School and promotes the wearing of the school hat. During terms 1 and 4 the 'No hat, play in the shade' policy is enforced. Children who attend school out of uniform will be supplied with the correct uniform to wear for the day.

### Jewellery/makeup

Students should not wear jewellery to school (except small sleepers or stud earrings). Fake nails and other adornments are not permitted in order to prevent injury. No makeup, nail polish or tattoos are to be worn at school.

### Lost Property

All enquiries should be made through your child's teacher. Lost property is NOT kept at the school office.

Please make sure all items of clothing, lunch boxes etc are clearly labelled with your child's name so the item can be returned to your child's class if found.

### Clothing Pool

The P & C regularly hold a clothing pool stall where families can purchase pre-loved good quality school uniforms. You will be notified when these are held via the newsletter or the skoolbag app.

If your child has outgrown his/her school uniform, please donate any good quality items to the clothing pool. Clothing can be dropped off at the school office and it will be passed on to the P & C.



## Summer Uniform

(Terms 1 & 4)

### Boys Uniform

School polo top  
(royal blue with red trim)  
Grey shorts  
Grey socks  
Black shoes

### Girls Uniform

School polo top  
(royal blue with red trim)  
Navy Skirt or Navy Skort  
White socks or navy Stockings  
Black Shoes

### Boys and Girls Sports Uniform

Royal blue shorts  
Red polo shirt with blue trim and school emblem  
(reverse colour of the daily summer polo shirt)



## Winter Uniform

(Terms 2 & 3)

### Boys Uniform

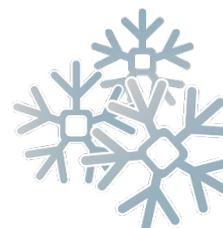
School polo top  
(royal blue with red trim)  
Grey trousers  
Royal blue polar fleece jumper  
with school emblem  
Royal blue school jacket (optional)  
Black shoes

### Girls Uniform

School polo top  
(royal blue with red trim)  
Navy slacks or skirt with navy tights  
Royal blue polar fleece jumper  
with school emblem  
Royal blue school jacket (optional)  
Black shoes

### Boys and Girls Sports Uniform

Red polo shirt with blue trim and school emblem  
(reverse colour of the daily summer polo shirt)  
Royal blue polar fleece jumper with school emblem  
Royal blue track pants



A GEPS hat must be worn during Terms 1 & 4.  
GEPS Beanies may be worn during Terms 2 & 3.

## Communication

Open lines of communication between home and school is crucial. The school expects that, should a parent have a concern or is seeking clarification on an issue, it will be discussed with the member of staff concerned, the Assistant Principal or Principal.



If at any time you would like to speak with the Principal, please phone the office to arrange a mutually convenient time.

Please make a practice of looking in your child's school bag for any important notices which are sent home.

The school operates on information that is shared directly with all involved parties. Our focus is the student and his/her learning, self-esteem and confidence.

### Skoolbag

Skoolbag is our main form of communication between the school and our community. Download this app onto your phone to be kept up to date with what is happening at school. This app can also be used to.

- submit absences
- return permission notes
- notify us of any changes to your families' details, e.g. phone numbers and address
- access the Westpac Gateway to the parent online payment portal

### Seesaw

Seesaw is a free app which allows the classroom teacher to upload student work samples, as well as photos/videos of classroom learning for parental viewing. It is private, parents are invited to join the forum. The classroom teacher manages the content displayed. Only your child's individual work will be visible for you to see.

### Parent/Teacher Meetings and Reports

Parents will be invited to a formal interview with your child's teacher at the end of Terms 1 and 3. Written reports will be sent home at the end of Terms 2 and 4.

### Newsletter

The school issues a fortnightly newsletter on Thursdays which contains school and P & C news and dates of upcoming events. The newsletter is sent home with the eldest student of each family. It can also be viewed on the Skoolbag app and online at our school website [www.goulburne-p.schools.nsw.gov.au](http://www.goulburne-p.schools.nsw.gov.au)

The newsletter is an essential communication link between the school, parents and the local community.



## School Counsellor

The school has the services of a school counsellor one day a week. The school counsellor's role is to assist teachers with classroom learning and behaviour management, to test and assess students, and to assist parents with advice about their children's education, development and adjustment. Please contact the office to make an appointment.

## Permission to Publish

At the beginning of the year, or when a student enrolls, a form is required to be completed to seek parents/carers permission for their child to be photographed. These photos may appear in the school newsletter, website, intranet, local paper or other publications relating to the school.



## Book club

Redgum Book Club catalogues are only available online. Parents order online, by phone or by mail. **NO** orders are processed at school.

## Student Transport Scheme

### Bus Travel

Buses run to and from Goulburn East Public School each morning and afternoon. Please call PBC bus company on 4821 2320 if you would like more information on which buses are available. Bus pass applications are available online at [transportnsw.info/school-students](http://transportnsw.info/school-students).



### Private Vehicle Conveyance

Private Vehicle Conveyance (PVC) subsidy is available for eligible families who are residents of NSW, where there is no public transport for all or part of the journey to and from school. Online applications are available at [transportnsw.info/school-students](http://transportnsw.info/school-students).



## **Learning Support Team**

The Learning Support Team, comprising of the Counsellor, the Principal, the Assistant Principals and the School Learning Support Teacher meet on a regular basis in order to discuss planning and programs. This is done in collaboration with classroom teachers.

## **House Points**

We have two House Groups – Hume (blue) and Hovell (red).

Students receive house points during sport and fitness activities to recognise consistent effort, progress in skill development, perseverance, attitude and sportsmanship.

These scores are totalled by our school leaders and the House Cup is presented to the winning house at our whole school assemblies.

## **Homework**

Children need to read every day to encourage fluency development. Daily practice in tables and basic number facts will help develop sound knowledge and skills to support learning. Homework for each class is set by the classroom teacher.

## **Student Council**

Our Student Council is a wonderful way for our students to be actively involved in making decisions about our school. Student Council representatives meet together throughout the year to discuss issues and develop projects about our school and community. At the beginning of each year, the students from every class elect two peers to represent them at these meetings. Year six leaders are also invited to be part of this initiative.

## **Sport**

The Personal Development, Health and Physical Education curriculum provides structured opportunities for students to enjoy regular physical exercise. Our school promotes an active lifestyle through fun activities, use of our excellent play equipment, and participation in sports at PSSA and district events.

Goulburn East Public School participates in local and regional inter-school sports competitions, the Premier's Sporting Challenge, and has an intensive Learn to Swim program each year. Specialist sporting programs are offered throughout the school year for students to participate in.

All students participate in our annual athletics carnival. Students 8 years and over participate in the swimming and cross-country carnivals each year. Those students aged 8 years and up who are successful in these events then go on to represent the school at the Goulburn District PSSA carnivals.



## Excursions/Incursions

Educational excursions/incursions are encouraged and supported at school. Parents receive information and a permission note for each event. Student's experiences beyond the classroom contribute to their growth and development. All events have the approval of the Principal, who will have sighted a risk assessment and considered the educational value of the activity.

Permission by the parent/guardian for a student to participate in a specific activity is required in writing. All payments are to be made prior to the event. Where financial hardship would prevent a student participating in an activity, you may apply for financial assistance. **(See Student Assistance).**

## Parents and Citizens Association (P & C)



### P & C Meetings

Our parent body meets twice a term on Tuesday evenings at 6.00pm in the school library. There is a high level of involvement and support from our parental body. We actively encourage parents to support our teaching and learning programs.

### Canteen

The P & C operate a canteen at our school on Friday each week of the school term. Students are asked to write their order on a brown paper bag or lunch bag with the correct money enclosed and place it in the crate situated on the verandah near the 5/6 classroom by 9.25am **Thursday** morning.

Online orders through the Qkr! App can also be submitted up until 5.30pm Thursday afternoon. NO late cash or online orders can be accepted.

Regular notes are sent home regarding the menu items and meal deals. Parents are very welcome to help in the canteen.

## Aboriginal Education Consultative Group (AECG)

The Aboriginal Education Consultative Group (AECG) is a not-for-profit Aboriginal organisation which provides invaluable support and advice to our schools relating to education and training.

The AECG promotes respect, empowerment and self-determination and believes the process of collaborative consultation is integral to equal partnership and ensuring that the unique and diverse identity of Aboriginal students is recognised and valued.



## Pejar Local Aboriginal Land Council (PLALC)

The Pejar Local Aboriginal Land Council (PLALC) is incorporated under the Aboriginal Land Rights 1983 and Amendments, to look after and foster the best interests of the Aboriginal Community as a whole. They guide school in supporting the education of all Aboriginal students.

## Positive Behaviour for Learning (PBL)

Our Expectations at Goulburn East are; RESPECT, RESPONSIBILITY, RESILIENCE

### PBL Statement of Purpose

At Goulburn East Public School we create a safe, positive, effective teaching and learning environment to enable all students to achieve their personal best. We are committed to creating a school where students value learning and respect the rights of themselves and others.

**Respect** is a way of treating or thinking about something or someone. You show respect by being polite and kind.

**Responsibility** means you do the things you are expected to do and accept the consequences for your actions.

**Resilience** is the ability to cope when things don't go according to plan.

### Why do we do PBL?

- Students respond positively as they have been taught what is expected of them
- Staff deliver consistent responses to student learning and behaviour
- Students feel safe and cared for at school. Their parents, family and community are more involved in their school
- Unproductive and challenging behaviour can be significantly reduced for most students

### How does PBL work?

- Rules and expectations for behaviour are very clearly set out for each area of the school and will be visible in the form of signs and symbols in classrooms and playground
- Staff members are consistent, meaning that processes for managing students who break school rules should be the same right across the school
- School-wide rules and expectations are taught explicitly in the classroom so that students are aware of the rules across all areas of the school, and that they understand what these rules actually mean
- Students are recognised for complying with the school rules and expectations



For further information, or to enrol your child, please contact:

Goulburn East Public School  
41 Eleanor Street  
Goulburn NSW 2580

Telephone: 02 4821 4007

Email: [goulburne-p.school@det.nsw.edu.au](mailto:goulburne-p.school@det.nsw.edu.au)

Website: [www.goulburne-p.schools.nsw.gov.au](http://www.goulburne-p.schools.nsw.gov.au)



