



# GLADSTONE PARK PRIMARY SCHOOL

## INFORMATION BOOKLET 2024



Great Place Perfect Start



*Achieving  
Excellence*



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## CONTACT DETAILS

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Phone: 9338 2774

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Website: [www.gladstoneparkps.vic.gov.au](http://www.gladstoneparkps.vic.gov.au)



Scan the QR code to be taken to the school website.

## 2024 TERM DATES

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### TERM ONE

Monday 29th January - Thursday 28th March (9 weeks)

NB...

- Staff only commence Monday 29th January
- Students in Years 1 to 6 commence Tuesday 30th January
- Preps commence Wednesday 31st January

**TERM TWO** Monday 15th April - Friday 28th June (11 weeks)

**TERM THREE** Monday 15th July - Friday 20th September (10 weeks)

**TERM FOUR** Monday 7th October- Friday 20th December (11 weeks)

**Note:** On the last day of Terms 1, 2 & 3 the students are dismissed at 2.30pm and at 1.30pm on the last day of the year.

## PUBLIC HOLIDAYS – 2024

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Friday, 26th January .....	Australia Day
Monday, 11th March .....	Labour Day
Friday, 29th March .....	Good Friday
Saturday, 30th March .....	Easter Saturday
Sunday, 31st March .....	Easter Sunday
Monday, 1st April .....	Easter Monday
Thursday, 25th April .....	Anzac Day
Monday, 10th June .....	King's Birthday
Friday, 27th September .....	AFL Grand Final Holiday
Tuesday, 5th November .....	Melbourne Cup

## PRINCIPAL'S WELCOME

### Welcome

Welcome to Gladstone Park Primary School (GPPS). We trust this booklet provides some useful information about our school and helps to make your child's start at Gladstone Park Primary School, an enjoyable experience.

We are very proud of our outstanding school and are honoured to have your child and family join our wonderful school community.

Gladstone Park Primary School promotes a student-centred learning environment that is supportive, caring and stimulating. We pride ourselves on being able to cater for students at their points of need, ensuring every child receives the best possible education and the opportunity to 'shine' and experience success.

We have GREAT teachers who work together to provide a comprehensive curriculum, with an emphasis on building Literacy, Numeracy and Analytical Thinking skills for all students.

We strongly believe that for students to be successful at school there needs to be a strong partnership and connection with families. Therefore, we look forward to creating a purposeful association with you in order to maximise your child's academic, social and emotional development.

Your input and feedback is genuinely welcome and sought to ensure the best possible learning experience is provided for every child. Together, we can enable each child to be their very best.

*Tony Malgioglio*

Principal



[www.gladstoneparkps.vic.edu.au](http://www.gladstoneparkps.vic.edu.au)

## ABOUT GLADSTONE PARK PRIMARY SCHOOL

### Vision

Gladstone Park Primary School believes in a co-operative approach between its students, staff and parents. Through working together, students will develop positive attitudes, skills and the abilities to confidently meet the challenges before them. The school aims to provide a teaching and learning environment that effectively supports all students to thrive and reach their full potential.

Gladstone Park Primary School is committed to the safety and wellbeing of children. The school community takes very seriously its responsibility for ensuring the school is a safe, supportive and enriching setting, where the dignity and self-esteem of all students is respected and fostered.

### School Values

At GPPS, we are committed to ensuring that our school mantra 'Achieving Excellence' underpins all aspects of school life for our students and staff and that all learners achieve their individual best. The mantra is supported by the following core values:

- Respect
- Honesty
- Responsibility
- Cooperation
- Unity

Gladstone Park Primary School was opened in 1970 and is situated in a residential estate in the Northwestern suburb of Gladstone Park, close to Melbourne Airport and next to Gladstone Park Secondary School. The grounds include spacious asphalted areas and new adventure playground equipment.

All school buildings are heated and cooled and equipped with a range of resources for students. Over recent years, the school has made substantial investments in ICT, including the provision of interactive screens in every classroom, the replacement of desktop computers with notebooks, the purchase of class sets of notebooks and iPads and the upgrade of school servers and wireless network.

The Victorian School Building Authority has developed a Master Plan for the staged modernisation of the school. Stages One and Two have seen the construction of eight new state-of-the-art classrooms along with withdrawal spaces/meeting rooms and staff offices. The second stage, completed in 2021, also saw the provision of a new student amenities block.

### Strategic Plan

The School Strategic Plan is available on the school website. It sets out the school's strategic directions for the next four years, including the school's purpose, values and environmental context, as well as goals, targets and key improvement strategies.

### School Council

The School Council is an important decision-making body within the school and is responsible to the Department of Education and Training (DET). School Council makes decisions on general education policy, finance, facilities and community relations based on continued consultation with the principal, staff and parents. However, the instructional program and overall management of the school is the responsibility of the principal and staff working within the guidelines set out by DET.

Our School Council is constituted of representatives of parents, teachers and members of the community as elected by those connected with the School. Timing and election procedures are set out by an Act of Parliament. Term of office is normally for two years. Council meets monthly at 6.30 p.m. on a Monday.



## Parent Payments - Curriculum and Other Contributions

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, it is these contributions made by our parent/carer community, over many years, that provide us with an enriched learning and teaching program and the environment and resources that we enjoy today. Your contributions make a significant difference. This financial support ensures that we can continue to provide the excellent range of facilities, curriculum materials and resources for your children.



At Gladstone Park PS, this support has allowed us to:

- Provide high quality programs specific subject materials, and equipment for English, Mathematics, Humanities, Science, Technology, The Arts, Health and PE, LOTE and the Library
- Maintain and further enhance the school grounds and equipment, including the construction of a new Junior School playground facility
- Upgrade the school's digital devices, including the provision of interactive LED screens in all classrooms
- Maintain sufficient class sets of books and all stationery materials in class bulk supplies for all students
- Facilitate literacy and numeracy online digital subscriptions
- Deliver a range of sporting equipment

Our Parent Payment Arrangements for 2024 will be provided to all families in November, detailing the items purchased with the requested contributions.

## Government Assistance - CSEF (Camps, Sports and Excursions Fund)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child. To apply for the CSEF, parents should contact the school office on 9338 2774.

## Parents and Friends Club (PFC)

The Gladstone Park Primary School's PFC meets monthly at the school. Parents, carers and interested persons are encouraged to participate and meetings are presently held in school time.

The role of the PFC includes:

- Promoting school values within the school community
- Helping to create a warm and supportive environment
- Encouraging family involvement
- Raising funds to benefit the school
- Enhancing communication between families and the school

## Parent Helpers

There are many ways for parents to get involved and help at school. Keep an eye out for any notices sent home and information in our Newsletters about how you can get involved. It may be helping in the classroom, being a parent helper at an excursion or assisting in the canteen. Any help our parents can offer is always greatly appreciated.

For the safety and protection of all students, any adults helping or assisting with students must, by law, have a current Working With Children's Check (WWCC).

## School Routine

### Bell Times

8.55am	Music – Line up
	Administration Time
9.00am - 10.40am	Class Time
10.40am - 11.00am	Morning Snack & Recess
11.00am - 12.40pm	Class Time
12.40pm - 12.50pm	Lunch (eaten inside classrooms)
12.50pm - 1.40pm	Lunchtime Recess
1.40pm - 3.20pm	Class Time
3.20pm	Dismissal



## Supervision

The playground is supervised from 8.45 a.m. until 9.00 a.m., during all recesses and after school from 3.20 p.m. to 3.35 p.m. It is required that children do not arrive at school too early and that they are picked up promptly after school. If parents are delayed for any reason, a telephone call to the school is essential.

For safety reasons, people collecting children at the end of the day should refrain from standing in corridors and wait outside.

## Wet Day Arrangements

When it is too wet to go outside, all students remain in their classrooms during recess and/or lunch and are supervised by teachers in their classrooms.

## Punctuality

Regular and punctual attendance is a strong expectation at GPPS. Students should be at school no later than 8.55am each morning.

Children arriving at school after 9.00am are required to collect a '**late pass**' from the office prior to going to class. Children who are collected early from school need to be "signed out" at the office.

Dismissal time for end of term is 2.30pm with an option for a 1.30pm dismissal on the last day of the school year.

NB....

*Parents should be on time. If a parent realises they will be late to collect their child, they should notify the office staff. Any student on school grounds after 3.35pm must be supervised by a parent/guardian or be booked into the after-care program.*

## Absences

Parents / carers must inform the school when their child will be absent. This may be done via:

- Telephone (recorded message),
- School Email gladstone.park.ps@education.vic.gov.au or
- Written note

Government regulation requires all children to attend school and appropriate follow-up will be taken to address long term absence. Please note that the school is obliged to contact parents/carers as soon as practicable on the same day of an unexplained student absence.

## School Canteen

The School canteen is staffed by a Canteen Manager and volunteer parents and offers a variety of foods at reasonable prices. The Canteen is open for counter sales at morning and lunch recesses throughout the week and lunches can be ordered every day.

The preferred method of ordering lunches is through the **QKR** app, which is free to download on Android and Apple iPhones. The app enables parents and carers to use their mobile devices to place canteen lunch orders securely, saving time and alleviating the hassle of having to give your child money to carry to school.



## Out of School Hours Care (OSHC)

The school offers both **Before** and **After** School Hours Care. Our program is run by **OSHClub**, an accredited and highly experienced child care organisation. The service offers parents a cost effective means to ensure children are cared for outside of school hours. Many families are eligible for the Child Care Subsidy, which reduces the out of pocket cost of outside schools hours care depending on their family circumstances.

This program runs each day from 7.00 to 9.00 a.m. and from 3.20 p.m. to 6.00 p.m. Parents can enquire about the program or make a booking by contacting OSHClub direct on **0428 116 045**.

## STUDENT WELLBEING

Gladstone Park Primary School provides an environment that encourages students to learn and helps them develop skills to cope and succeed in life. These skills include the ability to:

- Recognise and regulate emotions
- Develop resilience
- Develop empathy for others and understand relationships
- Establish and build positive relationships
- Work effectively in teams and develop leadership skills
- Handle challenging situations constructively

Students learn best when they feel safe, happy and connected. Our programs are proactive and preventative with a sense of belonging and pride being fostered in many ways. The programs offered include:

- Resilience, Rights and Respectful Relationships Program
- School Values
- The Student Leadership Program
- The Buddy System
- The House System



## School Rules

Parents are requested to support the staff in seeing that our rules are obeyed. Children will be encouraged at all times to adopt **responsible attitudes, good manners, consideration for others** and will come to see that the following rules are designed for the **welfare** and **safety** of the entire school community and that they must be followed:

- Skates, bicycles, skate boards and anything that may cause accidents are forbidden at school.
- Children who need to cross Taylor Drive and South Circular Road **must** use the school crossing.
- Children are not permitted to enter or leave the School via the car park exit.
- All children are expected to use the bins provided and to pick up any litter dropped during the day.
- Children will be made aware that bullying and interference in other children's outside activities will not be tolerated.
- Children may play on playground equipment designated for their class level.
- Football, Soccer or Cricket or variations are not to be played on the asphalt areas.
- Children are not allowed to leave the school grounds during school hours between arrival time and 3.20 p.m., nor permitted to go to the shopping centre prior to arriving at school.
- All personal items and clothing must be clearly labelled.
- Sensible, seasonal clothing must be worn (open toe sandals are not appropriate footwear).
- Children are discouraged from bringing mobile phones to school.
- If a child comes to school with a mobile, he/she must bring it to the office for the day and collect it at dismissal time. This is in line with Department of Education and Training policy.

### Children must not:

- Throw anything likely to cause injury or discomfort to others.
- Engage in rough, dangerous or aggressive play.
- Climb on anything except the play equipment.
- Play in breezeways, canteen area or toilet blocks.
- Play in driveways or car park.
- Chew gum.
- Run around corners.
- Be inside the school without a teacher's permission.
- Bring correction fluid to school i.e. Liquid Paper.
- Wear nail polish.
- Bring aerosol containers to school.
- Wear jewellery to school e.g. necklaces, rings, large earrings etc. (Please note that small sleepers or studs are permitted in ears only but piercing in any other body part is not allowed).
- Bring large amounts of money or valuable possessions to school.

## Safety

Our school program will develop safety habits, but it is important that the following safety habits are known.

### Each child should know:

- His or her name and address
- How to cross a street
- How to use a school crossing when not manned but flags are displayed  
*(Remember... it is only a legal crossing when the flags are displayed)*
- To obey the Crossing Supervisor strictly
- To walk on footpaths or nature strips
- Never to accept rides from strangers
- Never to bring dangerous articles to school e.g. knives



## Resilience, Rights and Respectful Relationships Program

This is a classroom based program designed for teachers to promote and model respect, positive attitudes and behaviours. It teaches children how to build healthy relationships, resilience and confidence.

## School Values

Our school values are the essential elements that support student wellbeing, engagement and learning across the whole school-

- Respect ..... *"We will be considerate and courteous"*
- Honesty ..... *"We will be truthful and sincere"*
- Responsibility ..... *"We will be accountable for our actions and choices"*
- Cooperation ..... *"We will work well with one another"*
- Unity ..... *"We will be proud members of the Gladstone Park Primary School community"*

## Student Leadership Program

Students have responsibility for many aspects of school life and the opportunity to contribute to school events through a variety of leadership groups, including School Captains, Vice Captains, House Captains, Junior School Councillors (Years 3 – 6) and Classroom Monitors.

## Buddy System

This is a peer support program which involves Senior School students being buddied up with Prep students. This link provides opportunities for the senior students to develop responsibility and helps develop a sense of belonging and connectedness for the younger students.

## The House System

At GPPS, each student is placed in a house colour. The students then compete for their house at special events and activities, such as house tabloid sports. These events, together with the weekly house points system, help foster a sense of belonging and connectedness.



## PARKING AROUND THE SCHOOL

In order to ensure the safety of all our students, it is most important for parents to comply with the parking regulations as indicated by the signs around the school. The City of Hume patrols the area and issues fines for illegal parking.

## Sunsmart

The school has a Sun Smart Policy which requires all children to wear hats which protect the face and neck during Term 1 and Term 4 and use available areas of shade for outdoor activities. The message to the children is simply – **No Hat, No Play!** Parents and staff are encouraged to act as role models by practising Sun Smart behaviour. The school has continued to upgrade shade areas in the playground.

## Illness

Children are not permitted to remain in rooms during the lunch and recess breaks. If a child comes to school he/she must be well enough to play outside. Parents will be contacted if children become ill at school. If medication is to be administered to children at school, parents must supply the medicine in the container which gives the name of the child, the dosage and the time the medication is to be administered. A note of explanation must accompany the medicine. No child will be permitted to administer medication without teacher supervision. **Remember the place for a sick child is at home.**

## Head Lice

Parents have the responsibility for the detection and treatment of head lice. Parents of children found to have head lice are contacted and asked to keep their children at home until an appropriate treatment has been applied. In all cases vigilant follow-up treatment is required to ensure that all live lice and eggs are removed from the hair.

## Infectious Diseases

Certain infectious diseases require children to be excluded from school. The chart, as published by the Department of Education is printed below:

Disease	Student Shall be Excluded from School:
Chicken Pox	Until fully recovered, usually 7 days after the beginning of the illness and until the last lesion is healed.
Viral Hepatitis	Until a medical certificate of recovery is produced.
Measles	For at least 7 days from the appearance of the rash.
Rubella ( <i>German Measles</i> )	Until fully recovered, usually 10 days after the appearance of the rash.
Scarlet Fever	Until a medical certificate of recovery is produced
Impetigo ( <i>School sores</i> )	Until sores are being treated and covered with air tight waterproof dressings.
Head Lice	Until correctly treated. Notify school of the incidence.
Ring Worm	Until appropriate treatment has commenced.

## PROGRAMS

### Teaching and Learning Overview

At GPPS students are provided with a comprehensive curriculum based on the Victorian Curriculum. Our programs cater for the diverse range of students' individual needs and abilities. Ongoing assessment is maintained across all key learning areas to ensure the children's needs are being effectively catered for.

### Literacy

GPPS places a high priority on Literacy as it is essential for children's academic and social development to be able to read, write, speak and listen with confidence. Our Literacy program provides instruction that is suited to the developmental needs of our students.

Classroom Literacy sessions are supported by Literacy Intervention and English as an Additional Language (E.A.L.) programs. These programs ensure that the classroom teacher is able to cater for the individual learning needs and abilities of their students.



## Mathematics

Mathematics planning and implementation is based on the guidelines presented in the Victorian Curriculum and consists of the following dimensions:

- Number & Algebra
- Measurement and Geometry
- Statistics & Probability

Students are provided with open ended, challenging and stimulating tasks; allowing them to work at their appropriate developmental level. Our school values mental computation skills, problem solving and deeper understanding and thinking.

## Integrated Inquiry

Integrated Inquiry aims to provide our students with meaningful experiences and opportunities to explore their world. Units of work are chosen from the content areas of Science, the Humanities and Technologies. Children work towards developing research, inquiry, social and experimentation skills.

## Performing Arts

As music is a universal form of expression, it is an integral part of the curriculum and has a high profile at Gladstone Park Primary School. All students from Prep to Year 6 participate in a weekly specialist music program.

Students may also choose to study violin from Year 3 to Year 6 and we run junior and senior choirs plus an auditioned Chamber Choir.

The performing arts are important at the school, with the children regularly participating in performances at assemblies, concerts and community events.

## Visual Arts

Students participate in a weekly specialist visual arts program with activities that focus on exploring and developing ideas. They learn and develop skills and techniques through planned units on painting, printing, textiles, clay, drawing, collage and construction. Art observations and comparisons are shared together before work is either displayed in classrooms, on the main corridor display boards, or taken to a home environment to be valued.

## Health & Physical Education

The Physical Education Program aims to assist each child to attain maximum physical, social, emotional and intellectual development and is therefore an integral part of education at Gladstone Park Primary School. A specialist teacher provides weekly physical education lessons and students also participate in regular sports activities as part of the classroom program.

Year 5/6 students participate in summer and winter interschool sports with local schools. Other activities include swimming (Prep – 4), athletics and cross country.

All Prep children participate in a Perceptual Motor Skills Program, which aims to teach children perceptions and understandings of themselves and their world through motor and movement experiences.





## Library

The Gladstone Park PS library is a well-resourced facility that supports the learning of students and the professional development of staff. It creates a learning environment where students are immersed in literature and where multiple sources of information, including the internet and electronic resources, can be linked to enable students to connect with information skills in a meaningful way.

## Developmental Curriculum

Prep students participate in a Developmental Curriculum program. The basis of Developmental Curriculum is engagement through the students' direct interests and investigations. Brain research and theories in child development illustrate how Developmental Curriculum inspires higher levels of student engagement, motivation and social skills and a decrease in behavioural issues.

## Languages

All students learn Italian as part of the core curriculum at Gladstone Park PS. They study Italian culture and gain the knowledge and skills that enable them to participate in simple conversations. Language games, songs and poems ensure that these sessions are fun and interactive.

## ICT

GPPS has an Information and Communication Technology (ICT) Centre. In this centre the students utilise an Interactive Whiteboard and a bank of notebook computers.

All classes are timetabled in the ICT Centre and students participate in activities that increase their skills to retrieve and actively use information through the school's network and the internet.

Students also have access to banks of notebook computers and iPads across the school which allows them to utilise ICT in all classroom learning situations.

Computer programs such as Kid Pix, Kahootz 3 and Microsoft Office are frequently used during lessons. Interactive websites such as Skooville, Mathletics, Spellodrome and Ziptales are actively used throughout the school and engage students in this ever changing and fast paced world.

## Market Garden

Gladstone Park Primary is actively involved in sustainable living through the implementation of a Market Garden. Grades Prep to Six have the opportunity to learn about produce, growth and environment by getting their hands dirty. The students are involved in cultivating, propagating and harvesting fruits and vegetables.



## Step Into Prep

Beginning school is a significant time for all children and their parents. Together with neighbourhood kinder visits, our preschool transition program 'Step Into Prep' prepares children for entry into primary school. These sessions are open to all pre-schoolers and are held on nominated days during the term 2. These sessions use a caring and interactive approach to introduce children to the school environment. On beginning their Prep year, all students receive a Grade 6 'buddy' to help them embrace their new environment.

The Step into Prep program is followed up in term 4 by a further series of orientation visits for our enrolled Preps.

## Integration and Special Needs

This program is aimed at assisting children with special learning disabilities so that they may participate in the mainstream classroom program. Each child participating in the program has an enrolment and support group consisting of Parents, Assistant Principal and Classroom Teacher. This group meets at regular intervals to assess progress and to ascertain future programs. Support will be provided to the classroom teacher with an integration child.

## Special Assistance

Provision is made for students experiencing difficulty in curriculum areas with direct assistance on an individual and/or small group basis. Literacy intervention programs are conducted in small groups. Children for whom English is an additional language receive both small group and individual instruction via our EAL (English as an Additional Language) program where required.

## School Excursions

Excursions provide valuable learning experiences and great care is taken to ensure that there are viable educational objectives in these activities and that suitable preparatory and reinforcement lessons are provided. Every consideration is given to the cost to parents, but our policy is that no child should be disadvantaged by parents' inability to pay. Parents who find themselves in this situation are encouraged to discuss alternative arrangements with the principal. Parents can expect to be notified in writing, well in advance of any proposed excursion, and should understand that no child will be taken on an excursion unless written permission and authority to take emergency action in case of illness or accident is received. School uniform must be worn on all excursions, unless otherwise stated.

# COMMUNICATION

## Newsletter

A newsletter containing relevant information is sent out electronically on Compass every second Thursday. It is also posted on the school's website. We encourage families to make a habit of reading the Newsletter together.

## Compass Parent Portal

Compass is a student management system that helps streamline and strengthen our school communication processes between home and school. Families are provided with unique login details that allow them to stay in the loop with automated SMS, email and push notification via a free app.

## Reports on Pupil Progress

Parents receive a half-yearly and end-of-year written report. The school also provides a Student Portfolio containing work samples that indicate the child's academic and social development and attitudes to learning. Parent/Teacher meetings are organised at least once a year. At any time throughout the year, a parent may arrange an interview to discuss their child's progress.

## Homework

Gladstone Park Primary School believes that school-related activities completed at home benefit students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning. There is an expectation that parents support and oversee work completed at home.



## Meet the Teacher Conferences

**Meet the Teacher** conferences are held for parents early in the school year. As the name suggests, these conferences enable parents to meet teachers and are valuable in sharing information about the child and ensuring that parents are aware of grade expectations.

## Emergency Information

In the case of student illness or accident it is necessary to ensure that prompt contact be made with parents. It is imperative that the following contact details be kept up to date:

- Father's Work Number,
- Mother's Work Number,
- Home Number,
- Email Address,
- Mobile Numbers,
- Emergency Contact Name & Number
- Doctor's Name and Number.

If your details change please contact the office via phone or note.

## SCHOOL POLICIES

A range of school policies, including the very important 'Child Safety Standards' can be accessed on our website: <http://www.gladstoneparkps.vic.edu.au>.



Scan the QR code  
to be taken to the  
school policies page.

## CONCLUSION

It is hoped that this information will be of use to parents, thus enabling Gladstone Park Primary School to operate in a manner suitable to all.

Finally every attempt will be made to listen to and consider concerns, comments and suggestions. It is important to note that we are all members of the school community working together to provide a quality education and bright future for our children.

