Welcome to Gundiah State School.
This booklet has been compiled to inform new parents and students of some of the normal routines concerning the school. Should you require further information please feel free to contact us.

Normal School Routine
Children are assembled at 8:50am to enable school lessons to begin at 9:00am. Since they often have to attend to before-school routine tasks, children will need to arrive prior to this time. The school day finishes at 3:00pm.

Alterations to Normal School Routine
As a basic courtesy, and to avoid any unnecessary confusion or risk to your child, should you wish to vary standard arrangements, please contact us beforehand. Clearly this contact must be from you to us on an adult-to-adult basis.
Examples of such occasions which require a note or phone call include:
- Early arrival or departure
- Late arrival or departure
- Different adult/vehicle pick up
- Absences
- Appointments during school hours

School Rules
The expectations at Gundiah state school all align to our 3 school rules
- Be Safe
- Be Respectful
- Be Responsible
Please see Gundiah State School’s Responsible Behaviour Plan for more details.

Bus Routine
Any alterations to the pick-up or set down of children should be discussed and confirmed with Mr Graham Cavanagh, our bus driver. This contact must also be on an adult-to-adult basis to ensure safety routines for the children. Mobile: 0428 882 006

Emergency Routines - Flood and Fire
If it is considered dangerous for the children to come to school, they will not be collected by the bus. If the children are at school, and it is considered dangerous for them to venture home, then they will stay at school. As a standard operating procedure, we will not call the bus in and dismiss the children at an unscheduled time. Any variations to this routine will be made only on an exception basis, and then only directly with the parents of each child for that occasion.

School Sport
School sport is held on a roster basis with other local schools. Notification of events occurs through the school newsletter.

Dress Code
The community of Gundiah State School supports and approves the wearing of the school’s uniform by our students. The adoption of a Student Dress Code and Uniform Policy is established under Part 10 of the Education (general provisions) Act 2006.
Therefore, students attending Gundiah State School are to wear the designated school uniform and adhere to the school’s dress code unless an exemption has been granted by the School Principal. No formal consequences are applied to those students who do not wear the appropriate school uniform, however, for continual breaches, consequences may be applied.
Jewellery such as watches, stud/sleeper ear rings, signet rings may be worn. However, it is requested that personal adornments are kept to a minimum. Serious injuries can easily occur when ‘attachments’ get caught in playground equipment or during games. All jewellery must be removed prior to entering the swimming pool.
Long hair should be tied and kept back from the face. A broad-brimmed hat is necessary at all times in the sun. This includes when eating in the open areas.
Gundiah follows the Sun Smart rule - NO HAT, NO PLAY.
The school uniform consists of a blue and white embroidered shirt (available from P&C @ $20 each) and royal blue shorts/skorts (not available at the school).
It is requested that the uniform be worn, especially for excursions, sport days and school photos.
Shoes should be worn at all times to prevent injury.

Health and Medication Routines
The status of everyone’s health changes from time to time and is never static. It could be embarrassing or even dangerous to the welfare of a child if we were left in ignorance of any health or medical condition.
Any medication must be fully advised and declared to us on an adult-to-adult basis. Legislation requires that any preparation must be brought to the office and ‘logged-in’. As well as the medication, the instructions of the doctor or chemist must be complete and attached. ‘Over the counter’ preparations (or in fact any medications not accompanied by professional instructions) are not to be brought to school, and will not be administered by the staff.
It is strongly suggested that those who require inhalers routinely cycle a nearly finished unit through the office. This will ensure that everybody knows where a guaranteed emergency supply is located.
School Requisites
Currently the school charges a resource levy of $100 for all students Prep-Yr 7. This fee covers all equipment, exercise books, test books, web subscriptions and printing. Arrangements can be made through the school for a payment plan if required.

Fortnightly Newsletter
Newsletters are sent home every second Thursday afternoon with the oldest child present from each household.

School Tuckshop
Tuckshop is organised every two weeks by the P&C and a roster system operates with parents being invited to assist. A major purpose of this activity is to give even the youngest children a ‘real life’ money opportunity and responsibility. If you have several children enrolled, please support this intention by allowing each child to take control of minding the money and buying the lunch.

Book Club
Book Club operates on a monthly basis. The books on offer are from Scholastic Australia and are generally of good quality. The school receives ‘bonus points’ for sales and this commission is translated into books for the library shelves.

Vehicles in School Grounds
Any and every vehicle movement in the school grounds creates an avoidable risk. Please exercise responsibility. We ask you not to drive onto the grounds unless you have a particularly valid reason for doing otherwise.

Parents and Citizens Association
The P&C meets on the second Thursday of each month at 3:30pm at the school. Any changes to the date or time will be notified via the weekly newsletter. Where possible the minutes from each meeting are published and sent home with the newsletter for the information of parents unable to attend.

P&C AGM 21 February 2013 @ 6:30
Should you be unable to attend a meeting but wish to have your say, please contact one of the office bearers:
Roslyn Sal (President)
Sandra Kelly (Secretary)
Bridget Macintyre (Treasurer)

Bus Committee
The School Bus Conveyance Committee meets on an annual basis in late February. The date of this meeting (Feb 21 prior to P&C AGM) is advised in the newsletter.

Community Use of Facilities
The school has both photocopier and facsimile facilities. These are available for private or charitable use by community members. Charge for the photocopier is 10¢ per black & white sheet (A4), 25c per coloured sheet (A4) and the fax operates at STD rates.

Sporting equipment and the tennis courts may be available for family use upon request.

Specialist Curriculum Services
Parents are generally asked to pay the admission cost to special shows and excursions, while the school provides transport costs on the school bus. All excursions are of educational value and provide experiences outside of normal school situations. All students are encouraged to attend. Non-attendance means a member of staff must stay at school to supervise. This is no longer possible with one teacher. It also creates significant difficulty in providing follow-up lessons.

A Physical Education teacher visits on a weekly basis in Term 1 to Term 3.

Swimming lessons take place in fourth term over a ten week period. All children attend lessons at the Maryborough Pool. Transport is provided by the School Bus. Parents are asked to pay pool admission costs as well as a small contribution toward transport cost.

LOTE (Languages Other Than English) lessons are presently given to students in Years 4 to 7. Each class receives and hour and a half of German weekly.

Music is taught by a visiting specialist teacher on a weekly basis.

Parent Teacher Partnerships
Reports are sent home at the end of Semester One, mid June, and Semester Two, mid December. Interviews will be in terms 1 and 3

Contact is always of interest to us. Don’t feel it necessary to wait the six months between reports to discuss your child’s progress. Please phone or come up to arrange a suitable time to have a talk with the teacher.

As a normal routine, you can support your child by:
• Taking the time to look at your child’s work, rather than simply asking whether it is finished
• Becoming active in the life of the School and its activities
• Speaking routinely to the teachers, even when everything seems to be in order
• Warning teachers about changed circumstances which may have an unsettling effect.

Contact:
Josh Seaniger (A/Principal)
Jackie Schiefelbein (Admin/Tchr)
Janell Day (Tchr Aide)
Jim Ebert (Tchr Aide)
Judi Whitbread (Tchr Aide)

Ph: 07 4129 3136  Fax 07 4129 3120
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