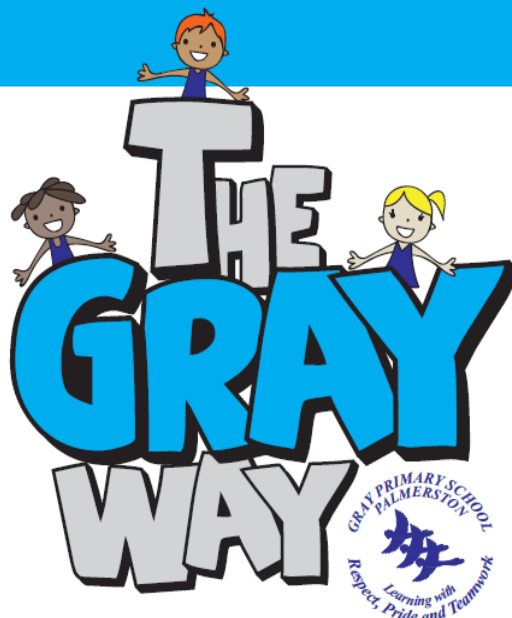




Parent Handbook 2015

22 Victoria Drive

GRAY NT 0830

Ph: 8932 1700

Fax: 8932 1007

Email: admin.graysch@ntschoools.net

www.grayprimary.nt.edu.au

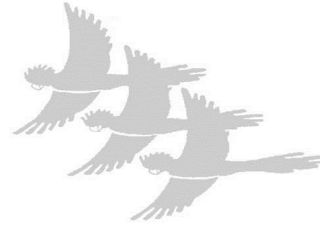
***Welcome
to
Gray Primary School***





***This booklet outlines
policies,
so keep it handy for future
reference***

Welcome



Welcome to Gray Primary School. The staff, parents, students and community associated with this school welcome you into the school community. We trust that your time spent with us will be personally satisfying and rewarding. Gray Primary School offers an exemplary Early Learning Centre for Preschool and Transition students. We also have exciting and innovative Early Years (Years 1 – 2/3) and Primary Years (Years 3/4 – 5/6) education programs. The Leadership Team invites you to talk to us regarding educational advice for your child and to arrange an enrolment interview.

Our purpose is to provide quality education services for all enrolled students in our great school. At Gray School we aim to:

1. Provide a happy, safe learning environment where enthusiasm for learning is evident.
2. Guide each student to develop intellectually, socially, emotionally and physically, to their potential.
3. Acknowledge and foster each students' uniqueness.

Our school motto is "Learning with Respect, Pride and Teamwork" and we foster this motto through the teaching of Values Education and Pastoral Care. We place a strong emphasis on quality Literacy, Numeracy and Social Skills teaching and learning.

Our student values are based on the Social/Emotional program 'You Can Do It'. This program teaches about Getting Along, Confidence, Organisation, Persistence and Resilience.

Communication between home and school is regarded as being very important. You are encouraged to let us know when you are pleased about things happening in our school, ideas for improving the school and to discuss concerns with us to seek understanding of the way in which this quality educational organisation functions.

School attendance is extremely important and we expect all students to attend 90% of the time. This means students should only be absent five days in a term.

Our school is very multi-cultural with 44% Indigenous students and 26% of students from other countries. We have students from 10 different nationalities and we embrace the diversity of our many cultures.

Bullying of any kind is not tolerated and will be dealt with firmly and fairly.

It is important to remember that our school is your school and that your children will benefit from your active involvement in school life and in the fostering of a positive home-school partnership. We look forward to working with you in partnership to foster your child/ren's learning and to help make Gray Primary School "The Best School in the Territory".

Sue Beynon

Principal

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Attachments:

- Gray Primary – The Gray Way – Behaviour Expectation Matrix

History of Gray Primary School

Gray Primary School is a school full of rich heritage.

The first school established in Palmerston was Gray. This suburb was named after William Henry Gray, one of the first colonials to purchase land in the Northern Territory in 1870. Victoria Drive is named after the old Victoria settlement on Coburg Peninsula.

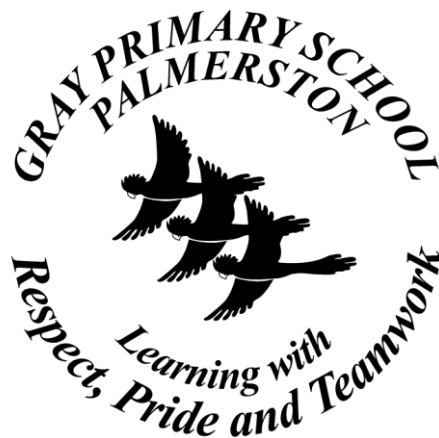
The name Palmerston was originally chosen for the early settlement of Darwin, to honour the then Prime Minister of Britain, Henry Temple Palmerston. The modern town of Palmerston is 19 kilometres from that original site.

The first meeting of people interested in establishing Gray School Council was held in the “Old Fire Shed” on Thursday 6th October 1983. At this meeting parents chose the school colours of grey and royal blue. The school council updated the uniform in 1996 to royal blue with a white logo and black shorts. These are still the current uniform colours.

Because of the abundance of Red-tailed Black Cockatoos in the area, they were chosen for the school logo.

The school motto “**Learning with Respect, Pride and Teamwork**” was chosen following a competition run by the School Council in 1998.

Gray Primary School celebrated our 30th Birthday last year.



Aboriginal Islander Education Workers (AIEW's)

At Gray Primary there are two AIEWs who share the workload each day. The roles of the AIEWs are to work with teachers, students and parents to improve attendance and educational outcomes for the students and to promote Aboriginal and Islander perspectives across the curriculum. Their names are Donelle and Monica. Their contact details are

Absences

If your child is absent from school, please ring the school to advise the reason for your child's absence and the duration. All absences must be accounted for by a parent or guardian. According to Department of Education Policy, after four weeks of a non-notified absence it will be assumed that the child is no longer attending Gray Primary School and their place may be given to another child. The child would then be taken off the roll and if they returned to school they would need to re-enrol. All students are expected to attend 90% of the time. This means being absent only five days in a term. Students with attendance under 80% will be referred to the department attendance team.

Address of School

School Phone: (08) 8932 1700 (Preschool 08 8932 1614)

School Fax: (08) 8932 1007

Email: admin.graysch@ntschoools.net

Postal Address: 22 Victoria Drive, Gray NT 0830

Age of Entry (Preschool and Transition)

When a child is turning four years old before the 30th June 2015 they are eligible to commence Preschool at the commencement of 2015. Admission is not automatic - there may be a waiting list. Students must be turning 5 years old before 30 June 2015 in order to enter Transition at the start of the school year. There is only one intake a year into Preschool and Transition. Students and parents must attend an enrolment interview with the Assistant Principal.

Assemblies

Whole school assembly is Friday morning of the odd week at 8.10am. An Early Years (Preschool to Yr 2/3) assembly is usually held even weeks Friday fortnight at 8.30 am. Parents are welcome and encouraged to attend these assemblies.

Assistance

Front Office Staff can help you with all routine organisational details, messages and inquiries.

Principal and Assistant Principal attend to personal and confidential matters and those relating to the educational program. This includes school policy, teaching staff, ancillary personnel, major discipline and student welfare.

Senior Teachers are immediately responsible for the class programs and the operation of their area of responsibility.

Preschool information, messages and matters specifically relating to the preschool are handled by the Preschool staff.

Teachers can organise an interpreter for parents whose first language is not English and can act as a liaison between those parents and the school.

Special Education Teacher: Participating students must have a Student Services diagnosed special need and are integrated into mainstream classes. NO student is placed in this program without extensive consultation with parents and Student Services personnel. Parental permission is necessary before any official action is taken. Only students with a diagnosed disability can receive funding for tutor support.

Awards

Merit awards are given to students at school assemblies. The merit award categories are:

Mini Merit Awards

These are given by the class teacher to encourage and reward students for academic and behavioural progress. These are presented in the classroom.

Maxi Merit Awards

When the student has collected 5 mini merits, he/she hands them to the Assistant Principal to be signed. The student will then receive a maxi merit award at the next assembly.

Giant Merit Awards

When the student has received 5 maxi merit awards, he/she hands them to the Assistant Principal to be signed. The student will then receive a giant merit award at the next assembly.

Spot on Behaviour Raffle Tickets are given out by teachers and a draw is held every assembly. Prizes are usually a \$2.00 canteen voucher.

Bicycles, Skateboards, Roller Blades and Ripsticks

Roller blades, bicycles, skateboards, etc. are not to be ridden in the school grounds. Bicycles, roller blades, skateboards, ripsticks, etc must be locked in the racks provided at the front of the school. Students are to supply their own lock and key. **However, the security of these items is not the school's responsibility.** Students riding bikes or scooters to school must wear a helmet – this is the law in the Northern Territory.

Camps

Students in Years 5-6 may have the opportunity to participate in a school camp during the year for a period of 2 -3 days or to participate in an extended day excursion as part of their educational program. All are considered to be significant parts of the educational program in the classes where they occur. As such, it is important that all students attend these activities to achieve the maximum benefit from their work over the year.

Canteen

The school canteen operates Tuesday to Friday. Students are required to write their recess and/or lunch orders on a brown paper bag and place in the lunch box in the classroom. All orders must be written at home or in the classroom. Orders need to be at the canteen before 9am daily. Lunches can not be purchased unless they have been ordered. A price list is issued at the start of each semester to every family and is regularly updated. The canteen promotes healthy eating. The current price list is available from the front office or the canteen. The canteen is closed on Mondays.

Care of personal property

All articles brought to school should be clearly labelled with the student's name. This includes clothes, shoes, hats, school bag, lunch box etc. and other items for show and tell or when asked to bring in a specific item for a classroom focus. All toys and personal items (for example CD's, phones, game boys, iPods) should be left at home. Teachers cannot be responsible for lost or stolen items. **Gray School takes no responsibility for lost or stolen items.**

Competitions

All students are given the opportunity to excel in their area of expertise. Gray Primary School takes part in inter-school sporting events, literacy and numeracy competitions and art and craft displays. Students may be selected to represent the school or whole classes may participate. Parents will be notified of details through excursion permission notes.

Cyclones

If a cyclone warning is broadcast outside school hours do not send your child/ren to school. If a cyclone warning is given during school hours, parents are to collect their children from the classroom upon advice from emergency services or the media. Parents are asked to cooperate by collecting their children promptly from the classroom. You must tell the class teacher in person you are collecting your child and sign them out at the classroom. If children are collected by a friend of the family, the person collecting them should wait until the teacher has written their details down. This way, everyone knows where the students have gone. Students who have not been collected will be taken to the nearest Cyclone shelter that is located at **Palmerston Senior College**.

Emergency/ Wet Weather policies and procedures

Wet Weather in School Hours: All Children will be supervised inside a classroom. The School Leadership Team will patrol the grounds area – to check that children are in the appropriate places. If there is an extended period of wet weather then activities in the hall and library will be organised.

After School: If there is an immediate threat of lightning or hard stormy rain, an announcement will be made from the office to hold all children in their classrooms. If a parent arrives at the classroom, the child can be dismissed into the care of the parent. An announcement to release the children will be made after the threat of lightning/heavy rain has passed.

We all need to be prepared for the storm and cyclone season. A simple and practical response is to ensure that your contact details and your nominated alternative contacts are current and accurate. Please contact the front office on 89321700 or admin.graysch@ntschoools.net with any updated contact numbers for parents, guardians and alternate contacts. Your cooperation is much appreciated.

Fire, Bomb and Earthquake

The school has set procedures for staff and students to follow in case of fire, earthquake, earth tremor or a bomb scare. Classroom teachers instruct their students in evacuation procedures and full school practice drills are conducted regularly.

Code of Conduct NT Safe Schools

Recognising that students need to learn to accept responsibility for their own actions, the school has a comprehensive **Behaviour Management Policy**. The overriding goal of the policy is to ensure a safe learning environment for all members of the school community. Discipline procedures are necessary to ensure that these goals can be addressed. The full policy may be obtained on request from the Front Office, and a summary of the **School Code of Behaviour** and discipline procedures will be sent home to all families at the beginning of the school year.

Code of Behaviour for Students at Gray School

Gray Primary School has a zero tolerance towards any type of bullying, disrespect and disruption of the teaching and learning environment. The school Code of Behaviour and Rights and Responsibilities is at the back of this booklet.

Teachers use 1,2,3 Magic as a means of maintaining a safe and supportive learning environment. Students who do not abide by the school or classroom rules will be sent to their buddy class for time out, or given a lunch detention or sent to the office. When a student is displaying constant unacceptable behaviour the class teacher will contact the parent to discuss their concerns. Students who are constantly on lunch time detention will need to meet with their parents and the Principal, or another leadership person. Students will be warned at this meeting of the possibility of suspension if their behaviour does not improve.

Gray School will not tolerate:

- Bullying
- Disrespect
- Assaults
- Swearing
- Constant disruption to learning

Curriculum

The implementation of the curriculum through the school's multilevel approach to teaching and learning encourages and develops:

- ◆ Competence in reading, writing, listening and speaking.
- ◆ Understanding and the ability to use mathematics in solving problems.
- ◆ Appreciation of skills and enjoyment in music, drama and art and craft.
- ◆ Awareness, understanding and skills in current technology - in particular competency with Information Technology and supporting materials.
- ◆ Skills in research, thinking and discussion.
- ◆ An awareness and understanding of other cultures.
- ◆ Opportunities to use skills without fear or ridicule.
- ◆ Motivation to learn and display talent.
- ◆ Physical skills, an awareness of a healthy lifestyle and a positive attitude to recreation that will lead to an appreciation of a healthy mind and body.
- ◆ A willingness to excel.
- ◆ Individual differences through programs to suit varying needs.
- ◆ A caring, considerate and respectful attitude towards themselves and others.
- ◆ Links with the child's home to ensure the school community cooperates in educating the children.
- ◆ Cooperative human relationships.
- ◆ Conservation and protection of our natural heritage and an awareness of environmental issues.
- ◆ Parental involvement in the school and their understanding of educational process.
- ◆ Social and emotional learning through the "You Can Do It" program.

Outline of the framework of the curriculum in the NT

The NT Board of Studies is a statutory body, consisting of educationalists and representatives of parent, employer and other special interests groups. The Board's functions range from developing and implementing policy relating to curriculum and assessment, overseeing curriculum standards in the NT, preschool to secondary levels accrediting courses and issuing certificates. All teachers work from the Australian Curriculum.

It is the school's responsibility to translate the Board Approved Courses of Study into school programs appropriate for the needs of their particular students and to make decisions about policy matters in relation to the curriculum.

Dental Unit

The Dental Unit is attached to Moulden Park Primary School and provides free services. – Parents need to make appointments direct with the Dental Clinic. Dental Enrolment forms are completed on enrolment at the school. The phone number is 8932 3439.

Diversity

Gray School is a very multicultural school with 44% Indigenous students and 26% of our students come from overseas. Gray School also has a range of students with special needs such as deafness, Autism, Aspergers, Oppositional Defiance Disorder. We encourage all our students to be tolerant and accepting of others.

Emergency Contact Details

Sometimes it is important for the school to contact parents or guardians immediately, especially if your child has had an accident. For this reason, it is essential that the school has accurate, up to date records of home and emergency contacts (that is another family member or a close, reliable friend). Please inform us of any changes in phone numbers, addresses or emergency contacts on 89321700.

Enrolment

A child can be enrolled at Gray Primary School, through the front office during normal school hours. All new enrolments must attend an Enrolment Interview with the Principal or Assistant Principal before commencing school. Birth certificates are required for children starting Preschool or Transition or if enrolling for the first time in a Territory school. Schools are also required to maintain records of your child's immunisation status; therefore written proof of your child's immunisations is required. Gray Primary will accept all students whose families are residents of Gray. For students whose families reside outside of Gray enrolment is dependent on the capacity of the school to cater for the children's educational needs and class numbers. Proof of residency may be required. It is essential that parents disclose all information about their child as the previous school will be contacted.

Excursions

Excursions are organised as an extension to the classroom program to emphasise or illustrate a part of the curriculum, which cannot readily be achieved from inside the classroom. Please ensure all excursion notes are signed and returned to the school prior to the day of the excursion. Full school uniform including shoes and hat must be worn. Students not in school uniform will not be able to attend. No student can be taken on an excursion without permission of the parent or guardian. Similarly for safety reasons, no student can be taken without adequate footwear. Each student is required to bring their own drink bottle. Students who regularly misbehave at school will not be taken on excursions for safety reasons. At the end of every year students with good behaviour and attendance over 80% will be allowed to participate in their class reward excursion. Parents will be contacted if your child is excluded from this reward excursion.

Electronic Devices

These should not be brought to school by students. The school is well equipped with Ipads and computers. Students run the risk of thief or vandalism if they bring their own electronic devices to school. The school will not take any responsibility for any electronic device brought from home to school.

Films/Videos

Just as reading needs to be taught as an integral part of the class program, so too does viewing. Films, DVD and T.V shows are sometimes used to enhance the teaching program. Both fiction and non-fiction visual texts are used to develop a greater understanding of a topic and/or to teach critical viewing skills. All videos, DVD's, films are "G" rated. If a "PG" film is to be shown to the class, the teacher will seek parent written consent.

First Aid

The First Aid room is located in the front office, near the reception desk. Treatment of minor accidents is undertaken. In the event of an accident, the school arranges appropriate first aid and, if serious, notifies a parent or emergency contact. If this is not possible, the school will arrange transportation to a doctor/hospital if required.

Food in the School

Gray Primary School is a health-promoting school. As a community we encourage students to eat healthy food. Students should not be bringing soft drinks/energy drinks and/or junk food/sugar food to school. This includes no chocolate, lollies, gum and energy drinks.

Parents may bring a **birthday cake** to the school when it is your child's birthday. However, notification must be given to the class teacher two days beforehand so that the teacher has the opportunity to check if any child in the class has food allergies.

The importance of breakfast

Every student needs an adequate breakfast before they begin the day. Breakfast is important because it is the first source of energy and essential nutrients for the day. Studies carried out on the value of breakfast indicate that those who skip breakfast have a much poorer performance in the hours of late morning. Studies also show mid-morning snacks are not a suitable substitute for breakfast. The school offers a free breakfast program each morning from 7:30am until 8:00am. The Breakfast room is located opposite room 9.

Recess and lunch

Students need to be encouraged to select snacks that are low in fats, sugars and salts and high in fibre such as fruit and vegetables. Students' school lunches and recess snacks should encourage healthy eating. Fruit juice and fruit juice drinks are preferable options to cordials and soft drinks. Fridges are available in each classroom for students to store their recess and lunch. Please label all lunch boxes and containers.

Water

In this climate it is important to drink plenty of water. The school has water bubblers available for the use of students throughout the school day. However, it is preferable that all students have their own water bottle in the classroom fridge. Water bottles are available for sale in the front office.

Footwear

Covered shoes must be worn at all times unless a teacher requires the student to remove their shoes for a specific activity. Thongs (including masseurs) will only be accepted in an emergency and then only with an accompanying note on a daily basis.

Hats

Given the skin cancer research and the statistics of today, all students will be expected to stay under shade unless wearing a hat both during lessons and at recess and lunch breaks. We have a **No hat, no sun** policy. Hats can be purchased from the front office.

Head Lice

To help families control head lice, parents are notified when there appears to be an outbreak within the classroom. You are asked to take immediate action in response to these notes - check the whole family, treat as required, wash towels and linen, to help control these infestations. More information is available from the Front Office. Parents/Guardians will be notified when a child has head lice and will be required to collect and treat the child before they return to school.

Home Liaison Officer

A Home Liaison Officer is based at Palmerston Senior College (8935 0222) and works with all schools in the area. The Officer facilitates communication between the school and the community particularly in response to concerns regarding student's special needs, health, welfare, attendance or safety.

Homework

Homework is an opportunity for students to show parents what they are doing at school. It fosters the study skills of independent work, self-discipline and timetabling and provides additional practice consolidating new skills.

YEAR LEVEL SUGGESTIONS FOR HOMEWORK

- Transition Reading – 5 minutes per night
- Oral Language task – 5 minutes per night
- Such as learning sight words and reciting the alphabet
- Practicing counting forwards and backwards to 20
- Total of 15 minutes per night for Transition

- Year 1 & 2 Reading – 10 minutes per night
- Times Tables and sight words – 10 minutes per night
- Total of 20 minutes per night for Year 1 & 2

- Year 3 & 4 Reading – 10 minutes per night
- Literacy and Numeracy – 15 minutes per night
- Total of 25 minutes per night for Year 3 & 4

- Year 5 & 6 Reading – 10 minutes per night
- Literacy and Numeracy – 20 minutes per night
- Total of 30 minutes per night for Year 5 & 6

Infectious Diseases

Gray Primary School uses National Health & Medical Research Council guidelines for exclusion for specific diseases. Please ring the front office for further information. The danger from the presence at school of students suffering from an infectious disease arises chiefly from their attendance at two periods:

- ◆ Whilst suffering from early symptoms.
- ◆ When convalescing but still retaining the infection in their person or clothing.

For their own safety, those who do not have immunisation for these diseases may also be excluded from school if there is an outbreak.

Internet

All classrooms have computers, laptops and iPads connected to the Internet. Our goal in providing this service, to students and teachers, is to promote educational excellence in the school by facilitating the latest available resource sharing, innovation and communication. Gray Primary School supports and respects each family's right to decide whether or not to enable Internet access for their child/ren.

Students will not gain access to the Internet without: -

- ◆ Written parental permission
- ◆ Teacher supervision.
- ◆ An "Internet Acceptable Use Agreement" signed by the student

If parents have any queries in regards to the Internet or would like to see how the Internet works or discuss what it can actually offer please contact the Front office.

Lateness

Students are expected to arrive at school on time. Late attendees disrupt the entire class and miss important school work. Consistent lateness by students will be discussed with parents. Students arriving late must report to the office for a late pass.

Library

Students are encouraged to borrow from the school library and are expected to return all books in good condition. There is a two-week borrowing time frame on the book with each student able to borrow a maximum of two books. Any books that are lost or returned in poor condition will need to be replaced or paid for by the student. All students need to bring a Library Bag with their name on it in order to borrow books.

Lost Property

Lost property is kept at the office until the end of term, after which it goes to a local charity. It is strongly recommended that parents clearly label all of their children's belongings.

Make Up Policy

Students are not to wear visible make up to school.

Medication

The school operates as follows in relation to administering medication for headaches: - No drugs are given to any child under 9 years of age. If Panadol or the equivalent is required the school will contact the parent or caregiver. If parents require children to receive medication during school hours, they need to make application at the school's front office for this to occur. Classroom teachers are not permitted to administer medication. Any medication required to be administered must be given to the front office not to the classroom teacher. The medication needs to have with it written instruction about dosage, time to be administered and student's name. Medications required three times daily should be administered before school, after school and before bed time. This means there is no requirement for the medication to be brought to school.

Mobile Phones

Many students bring mobile phones to school so that they can be used before or after school hours to contact parents. It is the policy of Gray Primary School that all mobile phones must be switched off and kept in school bags during school hours. Gray Primary School will not be responsible for the loss or damage to mobile phones.

Money

When students or parents bring money to school, it should be enclosed in a sealed envelope on which is written the amount of money, the student's name, class and what the money is for. Money for classroom based excursions and other school based activities should be given directly to the classroom teacher. Large amounts should be paid for by cheque or brought in to the office by the parent/guardian. Gray Primary School takes no responsibility for lost or stolen money.

Newsletter

The newsletter is sent home each Wednesday. The newsletter contains important information about current and future events. Parents can choose to receive a hard copy or an emailed copy of the newsletter.

Parent Contributions

Department of Education and Children's Services supplies what it considers to be the essentials for the School to operate. Parent contributions (school fees) are not collected at Gray Primary School. All student consumables are covered in the book packs paid for from the Back to School Payment Scheme. All extra costs relating to excursions, camps and performances will be paid for by splitting the total cost amongst the number of students attending.

The Preschool Committee provides a resource pack that can be paid for from the Back to School Payment Scheme.

Parent Visits

Parents are welcome to come to school and a positive relationship between the teacher and the parent is essential to ensure the successful progress of each student. Teachers are however, unable to meet with parents during class time and parents are asked to make an appointment to discuss any of their concerns. The Principal or Assistant Principal are here to discuss immediate problems with parents at an available time.

Public Holidays 2015

Australia Day	26 January 2015
Good Friday	3 April 2015
Easter Monday	6 April 2015
ANZAC Day	25 April 2015
May Day	4 May 2015
Queen's Birthday	8 June 2015
Darwin Show Day	28 July 2015
Picnic Day	3 August 2015
Christmas Day	25 December 2015
Boxing Day	26 December 2015

Publicity/Media Consent

At Gray Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of students are included. We also use photographs of students in our school magazine along with examples of their work. Photographs of students are on our school intranet site. On the school website there are images of students but we only ever use group photographs and we identify a student only by their first name, class or year number. If an individual photograph and full name is required, we will only publish this on the website with the consent of the parent and student.

We allow parents to record school performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at school under a copyright license paid by DET on behalf of all government schools (AMCOS/ARIA license).

We invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photos are published and students' identified by first name and year only.

Upon enrolment you will be provided with a *Publicity/media consent form* it is essential that you complete this form and return it to the front office so that we know if you give permission for your child/ren's photos and work to be published.

Reporting

Pupil Progress reports go home at the end of Term 2 and Term 4. Parent/ Teacher interviews are held at the end of Term 1. All parents are expected to attend an interview. Parents can request an interview with the teacher at any time. Contact the office or the teacher directly.

Road Safety

The road crossings adjacent to the school are there to protect the students. To promote road safety, parents are asked to remind children to use these crossings and to set an example by using the crossings themselves. Children also need to be reminded that they are only crossings when the flags are out. Parents are requested to please obey the signs and road markings around the school; and to remember the 40km/h speed limit enforced between 7:00am and 5:00pm.

School based Police Officer

A NT Police Constable is based at Rosebery Middle School and works with all schools in the area. The Constable visits the school regularly to assist with matters relating to the school, students, parents and law. The Constable may be called in to help the school in situations where legal infringements directly concerning the school are considered to have occurred.

School Council

The School Council is a team of committed parent and staff representatives of the whole school community. The aims and objectives of the Council are listed in the constitution. The Council holds regular monthly meetings and all parents and interested community members are welcome to attend. Meeting dates are published in the school newsletter.

School Hours

8.00am	Music rings- students assemble outside classrooms
8.05am	School starts
10.00am	Bell rings for students to go out and play
10.20am	Music plays for students to line up (recess eaten under supervision)
10.30am	Finish eating – classes resume
12.30pm	Bell rings for students to go out and play
12.55pm	Music plays for students to line up (lunch eaten under supervision)
1.10pm	Finish eating – classes resume
2.30pm	School finishes

School House Teams

Each student in the school is placed in one of the four House Teams. Brothers and sisters are placed in the same house. As the original people living in this area were the Larrakeyah people, the houses are named in their language.

KULAMINGI - Blue (Name of a Larrakia man)

YUENGI - Green (Name of a Larrakia lady)

BILINGIDA - Yellow (Wild dog)

GUTH GUTH - Red (Possum)

Semester Dates 2015

Term 1	Tuesday 27 January to Thursday 2 April 2015
Term 2	Monday 13 April to Friday 19 June 2015
Term 3.	Monday 20 July to Friday 25 September 2015
Term 4	Monday 5 October to Thursday 10 December 2015

Smoking on School Grounds

Tobacco Control Act 2002

This act commenced on January 1st 2003, and it bans smoking in public and work areas, including educational facilities. The effect of the Act is to ban smoking by all persons who attend school buildings or grounds, including teachers, students and visitors.

At Gray School, the only area available for smoking is on the soccer oval. This designated area, complies with standards imposed to allow smoking in that area. Every other area of the school is **smoke free**. Should anyone wish to read the Act for further information, it is available in the Front Office. A fine of \$5000 could be issued to those who breach the smoking bans.

Student Leadership Council (SLC)

The SLC consists of 2 students from each year class from Year 3. Elections are held to elect the SLC representatives. SLC meetings are held regularly following meeting procedures with a teacher as a mentor. The elected members of the SLC are expected to:

- ◆ Be leaders within the school, particularly their year level.
- ◆ Take requests/needs of the students to the staff.
- ◆ Report back to their class.
- ◆ Act as ambassadors and delegates for the school.
- ◆ Write local newspaper items when appropriate.
- ◆ Run special assemblies.

Trespassing

Gray School welcomes legitimate community use of school grounds and facilities for authorised activities. However, the caretakers have been directed to call police if persons are seen loitering, or abusing school property. Under normal circumstances, unaccompanied students should not be in the grounds before 7.30 am, after 4pm, or on weekends. ***The school gates will not be unlocked until 7.30am on school days.***

Uniforms

School Uniform is mandatory for all NT schools. Uniforms support self-esteem, promote school team spirit and are designed for economy and convenience. Uniform items are sold at the Front Office. When representing the school, and on excursions, uniforms must be worn. If this presents difficulties, they can be borrowed from the school for the day under special circumstances. The uniform consists of a royal blue polo knit and crew neck shirt and black skirt or shorts. Covered shoes must be worn.

Attachments

- Student Behaviour Matrix

Please contact the school if you have any queries, questions or suggestions to make whatsoever. Please don't presume we are aware of something - Make sure we know!

The Gray Way - Behaviour Expectations Matrix

I am ..	All Settings	Library	Walkways	Canteen	Toilets	Playground	Assemblies	Sport	Office
Organised	<ul style="list-style-type: none"> - Take care of personal and school property. - Get to class on time. - Report disruptions, accidents and injuries to an adult. 	<ul style="list-style-type: none"> - Bring library bag to school on library days. - Line up outside the library in two straight, quiet lines. - Place all returns on the library trolley. 	<ul style="list-style-type: none"> - Walk on the left-hand side of walkways. - Line up in front of classroom when the bell finishes. 	<ul style="list-style-type: none"> - Stand in the right line, e.g. early childhood or primary and exit correctly. - Line up in single file. - Have money ready. 	<ul style="list-style-type: none"> - Wash hands with soap and water. - Flush the toilet properly. - Return to class or playground promptly. 	<ul style="list-style-type: none"> - Wear a hat and shoes at all times. - Take out everything you will need during recess or lunch. 	<ul style="list-style-type: none"> - Walk in two straight quiet lines. - Talk quietly until assembly starts. - Stand and sit appropriately for national anthem. 	<ul style="list-style-type: none"> - Bring a hat, shoes & water bottle. - Eat recess & lunch before going to the hall. - Get a drink and go to the toilet when the music plays. 	<ul style="list-style-type: none"> - Enter office quietly. - Communicate your purpose to office staff. - Only come with one helper if sick or injured. - Take your hat off inside.
Resilient	<ul style="list-style-type: none"> - Follow directions and established routines in all areas. 	<ul style="list-style-type: none"> - Follow directions and established routines. 	<ul style="list-style-type: none"> - Follow directions from duty teachers. - Respond calmly to incidents. - Use peaceful solutions. 	<ul style="list-style-type: none"> - Wait your turn. - Follow directions from Canteen staff. 	<ul style="list-style-type: none"> - Follow established routines. 	<ul style="list-style-type: none"> - Respond calmly to incidents. - Use peaceful solutions. - Use kind words and actions. 	<ul style="list-style-type: none"> - Sit quietly with your class for the length of the assembly. 	<ul style="list-style-type: none"> - Wait quietly for the game/lesson to start. - Follow consequences - Respond calmly to incidents. 	<ul style="list-style-type: none"> - Follow directions from office staff.
Confident	<ul style="list-style-type: none"> - Express your point of view respectfully and assertively. 	<ul style="list-style-type: none"> - Demonstrate an awareness of how the library works, put books back where they came from. 	<ul style="list-style-type: none"> - Speak up when others do the wrong thing. 	<ul style="list-style-type: none"> - Speak your order clearly and loudly. - Know what you want to order. 	<ul style="list-style-type: none"> - Use the toilets on your own. 	<ul style="list-style-type: none"> - Be a team player. - Establish rules for new games. 	<ul style="list-style-type: none"> - Sing the national anthem with pride. 	<ul style="list-style-type: none"> - Be a team player. - Have a go at new things. - Be aware of the rules. 	<ul style="list-style-type: none"> - Communicate your purpose clearly to office staff /teachers.

I am ..	All Settings	Library	Walkways	Canteen	Toilets	Playground	Assemblies	Sport	Office
Getting Along with others	<ul style="list-style-type: none"> - Use kind words and actions. - Follow all adult instruction - 'Be a Yes Person'. - "Be a team player". - Tell the truth - Be tolerant of others and respect diversity. 	<ul style="list-style-type: none"> - Wait your turn to look at a book. - Talk quietly. - Use manners such as please and thank-you. - Look after the books. 	<ul style="list-style-type: none"> - Keep hands and feet to yourself. - Greet others with a smile. 	<ul style="list-style-type: none"> - Keep hands to yourself. - Use manners such as please and thank you. - Greet canteen staff appropriately . 	<ul style="list-style-type: none"> - Respect others privacy. - Clean up after yourself. - Use the toilets only for toileting. 	<ul style="list-style-type: none"> - Play by the rules. - Take turns. - Share equipment. - Invite others to join in. - Treat everyone as a "friend". - Play safely. 	<ul style="list-style-type: none"> - Applaud appropriately to show appreciation. - Raise your hand to share. <p>Use Five L's</p> <ul style="list-style-type: none"> - Legs - Lips - Looking - Listening - Laps 	<ul style="list-style-type: none"> - Play by the rules. - Play safe. 	<ul style="list-style-type: none"> - Use manners such as please and thank-you. - Wait silently until addressed by a staff member. - Introduce yourself and your purpose.
Persistent	<ul style="list-style-type: none"> - Continue to follow rules when others are not. - Don't give up. - Do your best. 	<ul style="list-style-type: none"> - Learn where things go and how the library operates. 	<ul style="list-style-type: none"> - Be strong and don't follow when others run and continue to walk. 	<ul style="list-style-type: none"> - Wait your turn. 	<ul style="list-style-type: none"> - Do your best to clean up after yourself and use good hygiene. 	<ul style="list-style-type: none"> - Do your best to include others. 	<ul style="list-style-type: none"> - Wait until the end before getting up. - Be an active listener. 	<ul style="list-style-type: none"> - Continue to follow rules when others are not. 	<ul style="list-style-type: none"> - Learn to use eye contact when speaking to others.