Welcome to Girls Grammar Primary School 2016

An education is the greatest gift any child can receive.

At Girls Grammar our Primary students work with specialist teachers in Drama, Music, Art, Technology, Japanese and Physical Education every week of the year. Our girls extend their literacy and numeracy capacity within dynamic classroom programs which are aligned to the National curriculum. Our campus is wirelessly connected and we provide learning areas designed to nurture play and creativity.

The Primary classroom teachers and I would like to warmly welcome you to the Girls Grammar family.

Prep
Sheldon Olive

Year 1/2
Corinne Shaw

Year 3
Natalie Spence

Year 4
Kate Lang

Year 5
Melanie Hickson

Year 6
Jacqui Goltz

Director of Primary
Naomi Beacom

For any questions or concerns please contact me on 4930 0900 or email directorprimary@rggs.qld.edu.au

Warm regards,

Naomi Beacom
ABSENCE FROM SCHOOL
Parents and/or carers are asked to notify the School of any student absences. You may notify your classroom teacher or Student Services by phone or email. To ensure the safety of your child we will make contact with you if your child has not arrived at school without an explained absence from you. The roll is marked at 8.30am. Any student in Year 3 – 6 arriving later than this time will have to sign in at Student Services. Classroom teachers in Prep to Year 2 will contact Students Services via phone.

BIRTHDAYS
Birthdays are special times for children and we love to celebrate these special days with the girls. You may like to provide cupcakes on your daughter’s birthday or the closest day to it, to share with the other girls. Please arrange a date and time with the classroom teacher to deliver the treats to the School. The exchange of presents is not appropriate at School.

Through your daughter’s medical records we are aware of food allergies; however, if your daughter has any other special dietary requirements or restrictions, please let the classroom teacher know to ensure your daughter does not eat anything she should not.

BEFORE AND AFTER SCHOOL ROUTINE
The classrooms open at 8.20 am; however, if you wish to drop your daughter at School before 8am, there will be a supervisor at the Early Learning Centre from 7.15am. If your daughter is arriving before 8am please ensure you sign the sheet located in the ELC when she arrives.

In the afternoons, School concludes at 3.00pm. In Prep –Year 2, your daughter will need to be collected from the undercover area of the Early Learning Centre. Here each student will be signed out by a parent/guardian or previously nominated person. This is a safety policy which ensures that we know where the girls are, who has been collected and by whom. We recommend for students in Year 3-6 to wait at the bottom of the School grounds to be picked up; however, if you wish to make alternative arrangements, please contact your classroom teacher.

COMMUNICATION
It is important that communication channels between teachers, students, parents and the community are as open as possible. Teachers are generally involved in School meetings or planning before and after the School day and prefer that any conversation had are first booked through email or by phone in advance. Email is the classroom teachers’ preferred mode of communication and teachers will communicate with you weekly, to update you with upcoming events and information. Please ensure the school is notified of your current email address. Each child has her own student diary which she will take home and return daily. The diary also provides the opportunity for us to exchange messages between home and School.

CURRICULUM
The Prep to Year 6 curriculum follows the Australian Curriculum across all Key Learning Areas, with a focus on literacy and numeracy skills. The Key Learning Areas are Mathematics, English, Science, Humanities and Social Sciences, The Arts, Technologies and Health and Physical Education. Classroom teachers are responsible for Literacy, Numeracy, Humanities and Social Sciences, as well as Science in Prep to Year 4, whilst specialist teachers take the students for Physical Education and The Arts. Private tuition in Speech and Drama, Instrumental Music and Singing is also available at the School.
DAILY ROUTINE

The School Day begins at 8.20am, with all classes running a Literacy Block.

8.20 - 10.00am  Morning session
10.00 - 10.25am  Morning Tea
10.25 - 12.35pm  Middle session
12.35 - 1.20pm  Lunch
1.20 - 3.00pm  Afternoon session
3.00pm  School finishes

EMERGENCIES

The school has a Health Centre with a full-time Registered Nurse, Health Care Coordinator. In an emergency an Ambulance will be called, and contact with parents/guardians will be made as soon as practicable.

EXCURSIONS

Excursions and performances will be arranged from time to time as part of your daughter’s experience at school. Parents are encouraged to attend at any time and will be informed in advance of upcoming excursions or performances. Parental permission will be sought.

HANDBOOKS

Please note that whole school information about Girls Grammar, its curriculum, teaching, learning, policies and processes are detailed in the 2016 Student Parent Handbook.

HEADSTART NUMERACY PROGRAM

Head Start Numeracy Program is a program which aims to boost student confidence and performance in Mathematics. The Program is based on a Monash University initiative, which entails a 15-20 minute tutorial at the beginning of the day to introduce students to the topic they will be learning in their classroom lesson. The Headstart lesson will be taught once each week, on a day when a new concept is being taught in your class. The program may help reduce anxiety associated with Mathematics, build confidence and develop mathematical skills and understanding. This program is offered to select students who have been identified as needing extra support by their classroom teacher.

HEALTH POLICY

Parents are requested to keep their daughter at home when they are feeling unwell or have an infectious illness. If you are in any doubt at all regarding your daughter’s health please do not send her to School. We should be notified of all infectious illnesses. Should your child become ill during the day, you will be notified so that the child can be taken home. Please ensure your contact details and an alternative contact person’s details are kept up-to-date.

HOMEWORK

All students will be given homework to complete, spelling to learn and books to read with parents. The classroom teacher will outline the expectations at the Term 1 Parent Information Evening. Showing an interest in your daughter’s education is extremely beneficial for engagement and skill development. Good homework routines need to be established early to help students as they progress through their school years. Encourage reading by reading with your daughter, to your daughter, or model a love of reading by reading yourself. If you have any concerns regarding homework, please discuss this with the classroom teacher.
MEDICINES

All medication must be clearly marked with your daughter’s name and with the dosage clearly specified on the pharmacist’s dispensing label. Please do not leave medication of any nature in your child’s bag.

Medication must be handed into the Health Centre upon arrival at school, where it will be administered by the school nurse. Prescribed medications will only be administered if the pharmaceutical label is current and intact. Please advise us in relation to any new medical conditions or needs that your daughter may have that are not mentioned on her records.

Any student not collected by 3.20pm will be signed into OSHC where she may be collected and signed out. A fee will be charged for students who are not collected before 3.30pm. Students who take the school bus will be required to sign in with the bus driver each day.

OUT OF SCHOOL HOURS CARE – VACATION CARE

An Out of School Hours Care Program will operate in the Early Years building. This program will incorporate after school care plus Vacation Care.

Out of School Hours Care (OSHC) is available for students from Prep to Year 9. For your child to attend OHSC, all forms must be completed and submitted in advance. Even in emergency situations, children are not permitted to attend this facility unless an OSHC application form has been received and is on file. If your daughter is not currently enrolled in OSHC I recommend that you collect an application form from School Reception or the Early Learning Centre.

NUTRITION / LUNCH

There is now clear evidence the childhood nutrition has a lasting effect on many aspects of health. Children need fresh, nutritional food and well-balanced meals. Please make healthy choices when packing your daughter’s lunch and snacks for the day. Recommended foods include sandwiches, cheese, cold meats, fresh or dried fruit, prepared fruit snacks, savoury biscuits and dip, yoghurt and milk or water.

There is a fridge available for your daughter to store her lunch. Please choose the smallest sized hard plastic lunchbox to accommodate your daughter’s lunch to assist with fitting lunchboxes in the fridges. Cold water is always available at the water bubblers and students are encouraged to bring non-spill water bottles. Please ensure these are named.
PARENT CONCERNS

Parents are encouraged to raise any issues of concern promptly. Your daughter’s classroom teacher will arrange with you a time outside of their teaching time to discuss any aspect of your daughter’s care and education. You may also make an appointment with the Director of Primary Learning at any time of the School day. Concerns are dealt with in a confidential and professional manner.

PARENT INVOLVEMENT

All Primary classrooms have an ‘Open Door’ policy. Parents and family are welcomed into the classroom at various times throughout the year. Parent participation sends strong positive messages to your child that you support them and are part of the child’s care environment. There are many levels of parent participation and any form of involvement you offer encourages your child to be happy and feel welcomed at RGGS.

Parent involvement in the classroom can be accommodated to meet your availability and commitments. Such as:
- Attend special activities, events and functions
- Volunteer time, reading activities, classroom support

Be aware that a three-way relationship exists between parents, teachers and the child in this classroom and at the School. Communication is a vital ingredient to the success of this partnership. You will always be the first and the most important teachers of your child. You know them best and you know what you desire for them.

PARENTAL ROLES AND RESPONSIBILITIES

Parents are asked to:
- read all information in order to be familiar with our policies and procedures.
- read emails and other Primary correspondence, including newsletters
- comply with health and hygiene policies
- participate in and support our School programs
- discuss problems with the teacher
- notify the staff of any changes related to address, phone numbers and emergency contact details.

PERSONAL PROPERTY

Please ensure that all your daughter’s personal items including clothing, hat, lunch box, drink bottle, school bag and even the insides of shoes are all clearly named.

UNIFORM

The students are required to wear the following school uniform:

Day Uniform
- Tartan dress with white collar and blue tie (badges are attached to the tie)
- Standard white fold-down cotton socks (not sports)
- The Clarks Ingrid T Bar shoe is worn as uniform. These are available through the P&F Uniform Shop.
- Broad brimmed sun hat with RGGS embroidered in gold at front
- School badge and house badge.

Sports Uniform
- HPE polo shirt
- RGGS navy blue sports shorts
- White sports shoes
- White sports socks
- House coloured polo shirt - sporting events only
Winter Uniform
- Navy tights may be worn with the formal uniform - opaque in ‘Ink Navy’
- School jumper - can be worn with the formal and the sports uniform
- School tracksuit jacket and pants - optional - only to be worn with the sport uniform

Jewellery
- one pair of sleepers or studs (plain gold or silver or small plain pearls)

Hair
- styles should be neat and appropriate for school
- long hair (touching collar) should be tied up with navy ribbon or scrunchie

All uniform items are available at the Uniform Shop at School.
Welcome to the Prep classroom. We are located in the Early Learning Centre off Little Athelstane Street.

ACCIDENT PACK
Each child needs an ‘accident pack’ stored in their school bag. This pack should contain:

- 2 pairs of underwear - underpants and socks
- 1 plastic bag for soiled items

Please check this regularly to ensure the contents are clean and still fit your daughter.

COMMUNICATION FOLDERS AND KIT BOOKS
Each child has her own Communication Folder which she takes home and returns daily. Inside this folder students keep their School Diary book. The diary provides the opportunity for parents to write any notes to the teacher and for the teacher to communicate with parents. Notes are regularly pasted into the diary, so daily checking is required.

HOMEWORK
Prep students receive homework starting in Term 2. Homework consists of small activities including sight word practice and consolidation of other skills learnt in class. Just 10-20 minutes of showing an interest in your daughter’s activities at School will encourage reflective practice and reinforcement of learning. We urge every parent to regularly read with their daughter, and to their daughter. If you have any concerns regarding homework, please contact the teacher.

PERSONAL PROPERTY
Please ensure that all your daughter’s personal items including clothing, hat, lunch box, drink bottle, school bag and even the insides of shoes are all clearly named.

SHOW AND TELL SHARING
All the girls will be given the opportunity to bring along something for ‘Show and Tell’ or just to share an exciting story or incident. Each student will be given a scheduled time. Parent assistance would be appreciated in ensuring that students only bring something on their scheduled day. Toys are understandably discouraged. Something of personal importance (e.g. items from sport, dancing, photos, etc.) or something of educational value (e.g. books, artefacts, etc.) are particularly encouraged.

It is a pleasure to welcome you to the Girls Grammar family.

Warm Regards,

Sheldon Olive
YEAR 1 & 2
Welcome to the Year 1 and Year 2 classroom. The classroom is located in the Early Learning Centre, off Little Athelstane Street. Car parking is available near the building.
Students have many opportunities to enjoy a fun-filled year of schooling during which they will make new friends and share new experiences.

ACCIDENT PACK
Each child needs an ‘accident pack’ stored in their school bag. This pack should contain:

- 2 pairs of underwear - underpants and socks
- 1 plastic bag for soiled items

Please check this regularly to ensure the contents are clean and still fit your daughter.

COMMUNICATION FOLDERS
Each child has her own communication folder which she will take home and return daily. Inside this folder is kept their school diary. The diary provides the opportunity for us to exchange messages and paperwork between home and School.

HOMEWORK
Year 1 and 2 students will be given homework to complete, sight words to learn and home readers to share with parents. This should be returned each Friday when readers will be exchanged. Encourage reading by reading with your daughter and to your daughter, with plenty of praise for her efforts.

LUNCHEON TIME PLAY
Year 1 and 2 girls are permitted to play in three areas during the lunch break only. They may play in the ELC and Discovery Centre playgrounds and under the CAB undercover area.

MORNING ROUTINE
Students are encouraged to take responsibility for unpacking their own bag. It is a very important part of the day where the girls learn to think for themselves and not rely on others, remember a sequence and follow routine. It may be quicker if an adult unpacked the bag but, unfortunately, it is nowhere near as beneficial for the girls. We already know how clever parents are at getting organized; it’s the little ones that need the practice!

PERSONAL PROPERTY
Please ensure that all your daughter’s personal items including clothing, hat, lunch box, drink bottle, school bag and even the insides of shoes are all clearly named.

SHOW AND TELL / SHARING
All the girls will be given the opportunity to participate in show and tell. Your daughter will be rostered onto a day where they can participate in show and tell/sharing. I request your support in ensuring that your daughter only brings something on their rostered day. On most occasions students will be provided with a theme or particular item they are to bring in to share. If the theme is free choice, toys and trinkets are discouraged as they can get lost/broken and in some cases pose as a distraction. Something of personal importance (e.g. trophies from sport, dancing, photos, etc) or something of educational value (e.g. books, artefacts, etc.) are particularly encouraged.

Warm regards,
Corinne Shaw
YEAR 3

Welcome to the Year 3 classroom.

The Year 3 classroom is located in the Discovery Centre Building. The girls eat lunch underneath the classroom, in the undercover area. During morning tea play, the students play at the Discovery Centre playground. At lunchtime, the girls are able to play at the ELC, Discovery Centre playground or at the CAB Undercover Area and participate in Get Active activities.

AGRICULTURAL SCIENCE

Year 3 and 4 students participate in weekly Agricultural Science lessons. The Agricultural Program is designed specifically for the students in the Discovery Centre and allows them to make connections to the agricultural industry in our region, which plays a significant part in the lives of many of the students at Girls Grammar. The girls’ experiences include raising chickens and looking after calves on the School grounds and growing a garden of vegetables. The girls experience farm life through visiting exciting places such as cotton farms and food and fibre factories.

YEAR 3/4 SLEEPOVER

This event will happen for the Year 3 students for first time in 2016. The sleepover is a great experience for the girls to bond with their classmates and participate in team building activities as well as prepare them for being away from home when they attend Camps in Year 5 and Year 6. The sleepover occurs in the Mouritz Multipurpose Hall on the Friday night in Camp Week, Term 3. The girls will experience a boarder’s dinner in the dining hall and leave for home early Saturday morning. More information regarding this event will be provided closer to the time.

POETRY RECITAL

During Term 3, as part of English, students learn to write a variety of poetry types. The girls will create a booklet of poems and invite families in to listen to their poetry and share an afternoon tea together on the School’s McKeague Deck.

PICK UP TIME

School finishes at 3pm. At this time the Year 3 girls are dismissed and make their way down to gate at the bottom of the School. This is where parents can pick them up to go home. Parents may also like to park in the ELC carpark and make their way to the Discovery Centre to meet their daughters there.

Warm regards,

Natalie Spence
YEAR 4
Welcome to the Year 4 classroom. We are located in the Discovery Centre, adjacent to the oval and playground. The students of Year 4 eat their morning tea and lunch in the sheltered area, underneath the Discovery Centre. The students are also welcome to play at the CAB Undercover Area for lunchtime Get Active.

AGRICULTURAL STUDIES
We are extremely lucky to be able to offer a Primary Agricultural Science program throughout the year. During this time the students are enriched with hands on activities, such as visits to farms, growing their own vegetables from seeds and being responsible for the caring of class animals.

LAPTOP PROGRAM
The Laptop Program begins in Year 4. Students are given their own touch screen laptop to use in class to enrich their learning. Laptops are used across the curriculum to facilitate learning and to create innovative technology design tasks.

SCIENCE SPECIALIST LESSONS
Science specialist lessons begin in Year 4 to develop a love and understanding of science in the world. The students participate in hands on experiments and investigations in the Science Laboratory in conjunction with the theory lessons held in class, based on the unit that is being studied for the term.

COMMITTEES AND COUNCILS
Committees and whole school elections are introduced in Year 4. Students are involved in the leadership process, they run for Year Level Leaders and each student has a role in a committee across the school. Some of these include Science, The Arts, Maths, English and Technology.

YEAR 3/4 SLEEPOVER
Year 3/4 sleepover is a favourite date on the school calendar for Year 4. The students have the opportunity to experience an overnight sleepover at school. The students are involved in a number of exciting and engaging activities. They participate in leadership activities and also team building challenges. This is a wonderful opportunity for the girls to get a taste of what camp will be in the following year.

Warm regards,

Kate Lang
YEAR 5

The Year 5 classroom is located in the Grant Building. Our classroom is spacious with plenty of display space to make our learning visual. The foyer is equipped with storage space for bags and a refrigerator for lunches. The girls eat in the Rainforest which is adjacent to the Grant Building. This area offers a cool, shady space for the girls to relax and spend time with their friends. The Year 5 students are involved in numerous activities during lunch times. Get Active is conducted daily outside of the Centenary Arts Building (CAB) and gives the girls a chance to use a variety of play equipment. The library is available to all students during recess; co-curricular activities are often conducted during lunch times in accordance with the co-curricular calendar.

COMMITTEES AND WHOLE SCHOOL ELECTIONS

Leadership skills and opportunities are valued at Rockhampton Girls Grammar School. Throughout the school year, Year 5 students are given opportunities to reflect upon leadership styles, beliefs and conduct as they prepare to become leaders of the primary school in Year 6. All girls are members of an academic or arts committee and meetings are held every three weeks. Committee members report back to the class with regards to any competitions, events or initiatives her particular committee is involved with. In conjunction with committees, the Year 5 girls are given the opportunity to stand for election for one of four class leaders and be a representative on the Primary School Council. All candidates are required to deliver a short presentation that outlines their beliefs about leadership and how they will serve their school community on the Council.

INNOVATIONS PROJECT

Today, society enjoys the many benefits of using technology to ascertain information and knowledge about any subject, in any language at any time. The students of today need to acquire skills for the jobs of tomorrow. In effect, students need to learn skills that will enable them to gain employment in jobs that do not exist yet. The Innovations Project aims to provide opportunities for students to consider possibilities about various topics. Students develop ‘non-Googleable’ questions in relation to a real world problem. In teams, the girls work collaboratively to develop a solution for their question which may lead to opportunities to communicate with experts in a particular field, generate potential creative solutions to problems that are sustainable and create a model of their suggested solution. The girls are encouraged to think about their thinking and use blogs to record their ‘findings, failures and future questions’ to show how their team is progressing through the project.

LITERATURE CIRCLES

Every year in Term 3, in collaboration with Year 6, Year 5 students participate in Literature Circles. Literature Circles offer students a chance to develop reading and comprehension skills through a series of activities that enable them to summarise reading material reflect upon a text from different perspectives. Students choose a novel from a variety of texts that focus on historical topics and concepts and Asian cultures and influences. Each week, students read a section of the book and complete an activity which is presented at the weekly Literature Circles meetings. Parents, grandparents and caregivers are invited to volunteer to run a Literature Circles group at the conclusion of Term 2.

MATHS GROUPS

Maths groups are conducted weekly in order to target the specific needs of students to improve and enhance knowledge, understanding and skills. Students work in small groups with others of similar ability and engage in hands-on activities and games to develop confidence, perseverance in problem solving and general capabilities in all strands of the Mathematics curriculum.
PUBLIC SPEAKING SHOWCASE

Public speaking is a very necessary skill that is fostered and held in high regard at Rockhampton Girls Grammar School. The annual Year 5 Public Speaking Showcase is held in Term 3. The intention of the Showcase is to give all students an opportunity to gain an understanding of how to engage an audience through the spoken word and develop presentation skills. All Year 5 students are required to write and rehearse a two minute speech on a topic of her choosing. The speeches are presented in a formal setting in McKeague Hall with invited guests and other primary school classes in attendance.

YEAR 5 CAMP

The Year 5 girls will attend an overnight camp at Coolwaters in September, 2016. During the camp, the girls will be involved in leadership and team building activities and given time to reflect on and commit to leadership qualities and principles they deem to be paramount to delivering effective leadership to the primary school in Year 6.

Warm regards,

Melanie Hickson
YEAR 6

Welcome to the Year 6 classroom.

The Year 6 classroom is located in the Grant Building with Mrs Jacqui Goltz. The Year 6 students eating areas at morning tea and lunch times are in the Rainforest area or at the tables outside the P&F shop. During lunch times and morning tea they are able to visit the library as well as the other Primary school areas.

ACTIVITIES WITH PREP

One a week, the Year 6 and Prep students get together as part of the ‘Little Sister’ program. The students will read with each other, share stories and play games in each other’s class rooms and develop a relationship that will continue throughout their Girls Grammar experience.

CAMP

In September 2016, Year 6 attend camp at Capricorn Caves. Students travel by bus to the venue and stay for two nights and three days. They are involved in cave climbing, team building activities and environmental education with the assistance of The Caves group leader.

GRIP LEADERSHIP CONFERENCE

At the beginning of the year the students attend the GRIP Leadership Conference which is held for aspiring Primary school leaders in the region. The students learn the skills of how to grow as a leader, be a positive influence and stamp out bullying.

INNOVATIONS PROJECT

Another joint activity is the Innovation Projects, completed with the Year 5 students. In small groups, students define a problem or situation to solve that will help the environment or have a future benefit on society. They work together to generate ideas, questions and solutions for their design. A digital log is kept so students can see their progress throughout the term.

LITERATURE CIRCLES

Year 5 and 6 combine to study a chosen novel in Term 3 with the assistance of parent volunteers. In small groups, students identify key elements of the text while looking at connections they can make with themselves and the world. Each week, student are to read a chosen number of pages and complete activities related to their book.

MATHS GROUPS

Students in Year 5 and 6 work in ability based Maths groups for one lesson a week. This enables teachers to target strategies and concepts based on the needs of the group to enhance their learning.

PRIMARY ACTIVITY CLUB

The Primary School Council members also organise the Primary Activity Club. The Year 6 students provide a range of activities throughout the term to share with the Primary school who attend one lunchtime per week.
PRIMARY STUDENT COUNCIL REPRESENTATIVES

As part of being on the Primary council, the students host the Primary assemblies. They introduce guests, hand out awards and plan and prepare their speeches.

STUDENT COMMITTEES AND COUNCILS

Students nominate and are elected to a council or committee they wish to be involved in for the year. The four Primary School Council members are selected from their peer group. These council and committees are run by a Prefect in Year 12 and meet several times a term.

VALUES PROGRAM

Year 6 students are responsible for helping the rest of the primary school students learn about the values at the heart of Girls Grammar. Twice a term they visit classrooms with activities they have prepared to highlight the behaviours we would like to see around our school. This is followed up by the class teachers and a Values award at assembly. Parents are also informed of the value in focus through the school newsletter.

Warm regards,

Jacqui Goltz