General Information for PARENTS & GUARDIANS

Uniform reminders: (note: the Uniform policy was re-published in the Linkletter Jan31st; copies are available from the office, on the website or in the Community Room)

Footwear: All shoes are expected to conform to the colours specified in the school uniform policy. The main/predominant colour of the shoe has to be black, white, grey or blue with shoelaces to match. The shoes may have other colours but only as trim. A number of students have returned to school with bright coloured shoes and laces that do not conform to any of the four primary colours. Light-weight slip on canvas style shoes do not conform to policy requirements either as footwear is expected to be suitable for physical activity on a daily basis. By the end of term 1, it is expected that all students will be wearing shoes that do conform to uniform requirements please.

Fashion jewellery: (eg. coloured wristbands, bracelets, necklaces, ankle bands, rings, dangling earrings). For student safety, no fashion jewellery is permitted.

Coloured nail polish: not permitted.

GK broad brimmed HATS: to be worn when outside during the school day from September to April.

Punctuality & student attendance:

A great start has been made to the school year with almost every child being at school ready to begin the day by 8.40am. Well done parents and kids! All parents would have received a separate letter regarding student attendance requirements along with absence explanation slips. It is a parent’s responsibility to provide an explanation following every absence. Government regulations have changed and the accountability on parents and schools to ensure regular attendance has been strengthened.

Due in dates:

When notices for activities go home requiring payment and/or parent permission, there will be a due in date for the return of the notice. Please take note of the due in date and make sure you respond on or before close of business on that date. Late forms are not accepted and children will be disappointed if they miss out. Copies of notices will be posted on the website if for some reason parents need another notice.

Rubbish reduction:

Being a Science and Sustainability specialist school, we are constantly working to minimise the amount of rubbish we create at GK. Hence we encourage ‘nude food’ in lunch-boxes and school bags (no wrappings). We are also working on ways to reduce the amount of wrappings generated by the canteen.

Mobile phone permission:

Where a student has a need to carry a mobile phone, parents need to complete a mobile phone permission sheet (available from the office or on the website). Mobile phones are only for use either en route to school or after school hours. Responsibility for the phone remains with the child who has the phone and the parent who has provided their child with a phone.

Supervision in the grounds before and after school:

Supervision in the grounds (includes drop-off zone) occurs for 15 minutes before 8.40am and 15 minutes after 3pm. Students therefore shouldn’t be at school before 8.25am. Whilst the car park may be full of staff cars prior to 8.25am, staff have other responsibilities and are not required to be on supervision duty before 8.25am. The Out of School Hours Care program provides supervision for children from 7am for registered and booked in early arrivals. Teachers on grounds duty at 3pm have the task of ensuring that all students leave the grounds by 3.15pm. Play equipment is out of bounds directly after school for this reason.

Other reminders ...

- Water bottles (clearly named) should be brought to school every day. Children can have these in their classrooms during the day
- Dogs are not permitted in the school grounds for safety and hygienic reasons
- The weekly Linkeletter is published on our website on Thursdays and an email reminder is sent to everyone who has registered their email address on our website
- 2015 CURRICULUM DAY DATES. Jan 28 - 29; Mon Apr 27; Wed Aug 5 (3Way Conference day); Mon Nov 2. On Curriculum days, students do not attend school unless they have been booked into the Out of School Hours Care (OSHC)
Staff carpark / pick-up & drop-off zone:

We are very fortunate to have this zone and are very appreciative of driver and pedestrian cooperation ensuring that traffic and pedestrian hassles are kept to a minimum. Drivers are reminded that the zone works more efficiently when cars pull up directly behind each other and alongside the double yellow lines. When cars stop and start and creep towards the pedestrian crossing before letting their child/ren out, this slows the traffic considerably. Of an afternoon, please remind your children about getting to the pick-up zone quickly, NOT PLAYING and instead, waiting in the designated area keeping an eye out for your car when it pulls in. Once the traffic starts moving straight after school, all cars need to start moving on. If a child hasn’t turned up then it’s not ok to stay parked blocking traffic until your child arrives. Cars need to exit the zone into the street and then come back in for a second time. Further info about the pick-up & drop-off zone can be found on our website (About Us / Facilities & Grounds / Pick-up & Drop-off Zone).

Please note that the staff car park is only to be used by staff and official school visitors before, during or after school. The same applies for St Helena Secondary College staff/student car park. It is not a car park for parents.

Street parking:

Before and after school is a busy time for the local neighbourhood. It is the same around any school. The pick-up & drop-off zone helps considerably to reduce the need for people to park blocks away. However, there is still not enough street parking for everyone unless they park further away. Please make sure you follow the rules and park only in designated parking places and for the right amount of time. The Banyule Council By-laws Officer regularly visits and drivers will be booked if they are not compliant with the local laws. Any complaints need to be directed to Banyule Council as the school does not act as an intermediary with street parking issues and fines.

Parents in the grounds during the school day:

If a parent needs to drop something in or see their child during the school day, they are required to visit the office first. It is not ok to go directly to the classroom or yard without first informing the office. At any one time, we need to know who is in the grounds and why and any adult can be approached by a staff member asking whether or not the office is aware of an adult’s presence. This also applies to a parent who has been helping out at school. Once the task is completed then it is expected that adults will leave the school rather than wander off into the grounds seeking their child.

Open classroom sessions:

Open class sessions provide an opportunity for parents to meet teachers and for children to show and explain aspects about their routines, programs they do etc. This year, the OPEN SESSIONS will be held on Tue 17th Feb from 3.15pm - 4.30pm. This is a terrific opportunity for early introductions and follows a comprehensive parent information package distributed in the previous week to all families.

Use of student photos:

Digital images are a great way of ‘capturing the memory’ of a vast range of student activity at GK. From time to time, photos will be displayed publicly, (eg. in classrooms, office etc) or published (eg. Linkletter, in school promotional material, school magazine etc). Photos can also be found on our intranet and website (includes BLOGs). On the school’s website, children will only be identified by their first name or class. We allow parents to record school activities (eg starting school, assembly presentations, performances) as this creates a family memento that can be shared with other family members. Digital images, video or audio recording is permitted at school under a copyright license paid by the Department of Education. However, any images or recordings are strictly and solely for personal use only and must not be published in any public way. If a parent has any concerns about how Glen Katherine intends to use student photos including digital images, then please contact us to discuss your concerns. Alternatively, you may like to notify your child’s teacher, in writing, stating that you do not give permission for any photos/images of your child to be used under any circumstance.

Other reminders ...

- Office hours (8am—4pm)
- Uniform shop hours (8.30am-9am on Monday and Friday)
- Out of School Hours Care (OSHC) School days (7am—8.45am & 3pm—6.30pm) Curriculum Days (7am—6.30pm) Vacation care (7.30am—6.30pm)
- School assemblies are held each Monday morning (weather permitting) at 8.40am in the courtyard area
- School finish time on the last day of term. Terms 1, 2 & 3 (7am—8.45am & 3pm—6.30pm) TERM 4 (1.10pm)
- Lost property—is located in a tub at the office, please ask for assistance at the office
- Collecting children through the school day—an authorized person needs to sign the child out at the office prior to going to a classroom to collect the child.

When? Sunday March 22nd @ GK

We need lots of help on the day from parents, grandparents, former students. Look out for information regularly being sent home or on the website. Please add your name to the roster in the office, or phone or email times you could be available ASAP. This is a great GK community event.