Junior School

PARENT HANDBOOK 2019

Be yourself.

Canberra Girls Grammar School

CGGS.ACT.EDU.AU
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A WELCOME FROM THE HEAD OF JUNIOR SCHOOL

The Junior School at Canberra Girls Grammar School comprises a busy, enthusiastic learning environment for students from 3–12 years. The School is dedicated to providing a high quality education. As educators we are also committed to the pastoral needs of our entire student body, and to fostering an environment where all students feel supported and encouraged in working towards their personal potential.

A diverse, globally significant curriculum which spans across the ages 3–12 has been embraced by our community of staff, parents and students. The International Baccalaureate’s Primary Years Program (PYP) has been implemented following intensive research. CGGS is an authorised International Baccalaureate World School.

At CGGS staff are cognisant of the needs of students at different ages and stages of their learning and development. Students are immersed in the balanced PYP curriculum appropriate to their needs and readiness, which in turn nurtures a love of learning and positive self-esteem. Emerging literacy and numeracy is fostered and the children’s development is carefully guided, along with each child’s curiosity and interests.

You will discover at CGGS our commitment to the establishment and mastery of foundation skills in literacy and numeracy, especially in the Junior Primary years. As students develop, they are increasingly encouraged to risk-take in their learning, identify with strong role models, engage in higher order thinking and take the opportunities offered to excel and take on the responsibilities of leadership. Specialist classes are part of the core curriculum and expanded as the children move from the Junior Primary years to the Primary years.

Our students, from those in the Early Learning Centre to our leaders in Year 6, have a strong sense of their place in the School. Each stage of schooling is distinctive, reflecting the age and stage of development of its cohort, yet the boundaries are blurred: from the Early Learning Centre, where it all begins, moving through the Junior Primary Years to the Primary Years and culminating at our leadership group in Year 6. At every level there is a sense of looking forward, and yet an appreciation of what has gone before. For many of our senior students completing Year 12 at
our Senior School, their hopes and dreams for the future mingle with nostalgic memories of their early years in the Junior School.

**Signature Programs**

Canberra Girls Grammar Junior School Signature Programs have been developed by our teachers who are experts in girls’ education. Each program runs for an academic year and has a specific focus to ensure that our students learn, grow and flourish.

Our Signature Programs begin in Year 3 with **GIRLS TALK**. **GIRLS TALK** focusses on three interconnected facets of learning integral to the development of a sense of belonging and well-being: Positive Relationships, Positive Emotions, and Positive Health. We strongly believe that **GIRLS TALK** will lay the foundations for success in the primary years of schooling.

In recognition of the power of the Arts to transform learning, expand horizons and positively impact individuals and communities **smART Girls** has been developed to provide our girls with a range of experiences to foster imagination, build confidence and enhance well-being. During the **smART Girls** program the students will have the opportunity to develop understandings and dispositions through their participation in the full spectrum of visual and performing arts.

In Year 5 the students move onto our acclaimed **Girls with Grit** program. **Girls with Grit**, the very first Signature program, was developed to foster perseverance and resilience (grit). With an emphasis on outdoor education and physical endeavour, learning how to learn, happiness and well-ness, and sustainability and action, **Girls with Grit** teaches valuable life lessons that the girls begin to apply immediately and may call upon in their future lives.

Our Junior School Signature programs culminate with **Girls Who Lead** in Year 6. **Girls Who Lead** builds on the previous programs and acknowledges the potential of our senior primary students to make a positive impact on the world. **Girls Who Lead** is designed to empower our girls with the necessary leadership and entrepreneurial skills to develop their potential and contribute to their home, school and local communities; the first stepping stone to serve, influence and lead in the wider world.

“WHEN IT COMES TO SOLVING MANY OF THE PROBLEMS OF THE WORLD, I BELIEVE IN GIRL POWER”.

KOFI ANNAN, 2004
For students the sense of belonging and connectedness to school is a critical one. It is one of the major factors that indicate the health of a school and the wellbeing of its students. By building relationships with students in earlier and later years, one also builds a sense of one’s importance in the School community. Every student is aware that there will be someone looking out for each of them, just as one also needs to watch out for others.

As a parent in our school, you will gain a sense of our community and how we at CGGS care for each other.

Angela Whitaker  
HEAD OF JUNIOR SCHOOL

ABOUT THE SCHOOL

Canberra Girls Grammar School (CGGS) is an independent Anglican school founded in 1926. It has an enrolment of more than 1,500 students, spread between an Early Learning Centre (ELC), a Junior School and a Senior School. The School is co-educational from Early Learning to Year 2. Boarding facilities are available on the Senior Campus for students in Years 7 to 12. The Junior School, located on Grey Street, caters from students from Pre-School to Year 6, whilst the secondary years are taught in the Senior School located on Melbourne Avenue, Deakin.

Located in the leafy inner Canberra suburb of Deakin, the School provides students and their families with easy access to the airport, road and rail transportation.

The School campuses cover ten hectares and include facilities such as an indoor heated swimming centre, gymnasium, sports courts, playing fields, an aquatic centre and our multi-purpose teaching and meeting building, Yhuuramulum, on the shores of Lake Burley Griffin and purpose-built buildings for the performing arts, art and textiles, and ICT.

Our Innovation Space classroom enriches the teaching and learning of our students by incorporating technology such as 3D printers, green screens and coding and robotics software.
HISTORY OF THE SCHOOL

In the year 1926 the first Federal Parliament House was nearing completion, surrounded by the sheep paddocks dominating the rural landscape of early Canberra, which at this time had a population of less than 5,000. On the other side of the Molonglo River, St Gabriel’s School was opened, with just ten pupils, in the old St John’s Rectory, known as Glebe House. The Anglican Order of the Sisters of the Church had answered a request from Bishop Radford, Bishop of the then Diocese of Goulburn, who saw a need for such a school in the small community which was designated as the federal capital.

From such humble beginnings both the city of Canberra and CGGS began and the School’s development has continued to reflect the story of Canberra’s growth.

In May 1927 the foundation stone of the School was laid by Dr Radford, for the mock Tudor building which today comprises the Boarding House in Melbourne Avenue. It was no accident that this was just one day before the opening of Parliament House by the Duke and Duchess of York, when the appropriate dignitaries were in town.

Through the Great Depression both the School and city weathered economic setbacks. With the decline in Canberra’s population, and hardship in the rural community which supplied much of the School’s enrolment, the School came close to closing down. It was rescued by the determination of Canon Robertson, and later by a dedicated group of parents and friends, who took the dramatic step of purchasing the School from the Sisters in 1935. St Gabriel’s had already been renamed the Canberra Church of England Girls’ Grammar School in 1933.

When the Second World War finally ended in August 1945, the School shared the celebration of the whole Canberra community. Shops stopped trading after the announcement of peace, and workers and school children headed for shopping centres carrying flags and sprigs of the bushland wattle then in bloom.

The prosperity of the post war decades saw a boom in the birth rate and in the migrants who came to this country. The acceleration of Canberra’s development saw the expansion of suburbs and all their associated services. These were also years of growth in education and Church of England Girls’ Grammar School shared in the expansion of schools, both government and private, to meet the enrolment demands for the generation of “baby boomers”. The building program of the School was assisted greatly by the Government Science Grants of the sixties, and
the expansion of the city mirrored the optimism and buoyancy of these years. In 1972 the Junior School moved to a new campus in Grey Street, Deakin to allow for expansion of both the Junior and Senior Schools.

From the beginning the School has provided a boarding house, meeting the demand created by parents from defence forces and embassies, as well as the original rural population, for such a boarding facility for their daughters. Today the original Melbourne Avenue school is still contained within the central buildings of a much expanded and improved Boarding House.

Now a new and grander Parliament House dominates the original building, and the School, with its name updated to Canberra Girls Grammar School in 2000, has expanded beyond recognition. In 2004 the School opened its Early Learning Centre for 3 and 4 year olds and overall CGGS now caters for close to 1500 students on its Junior and Senior campuses. How far we have come from those sheep paddocks and the original ten students at Glebe House!

**OUR MISSION AND VISION**

Canberra Girls Grammar School is proud of its heritage and its uniqueness. Our school is situated within view of Parliament House and our students have access to national institutions. Our country is changing each day and many of those changes begin in Canberra.

Canberra has a dynamic and diverse population. Students of our school meet peers from a wide range of cultures. Their own families exemplify life and work in a global community. Our rural boarding students bring to our school those attributes and skills which are quintessential to the Australian character. This blending of cultures and backgrounds brings uniqueness to our school and opportunities for the development of resourceful and ethical young people who will have opportunities to shape their global community in the future.

At Canberra Girls Grammar School we:

- prepare our students for further studies, for leadership and for life;
- are committed to providing challenging, enriching and supportive learning experiences;
encourage our students to become informed, resilient, forthright, resourceful and ethical global citizens;

maintain our Anglican traditions and welcome people of other denominations and faiths into our community;

seek to inspire our graduates to serve their community and to shape a changing world.

Canberra Girls Grammar School is an Anglican independent school which:

is a forward thinking dynamic learning community – a leader in girls’ education;

deliberately pursues excellence and encourages students and staff to achieve their 'personal best';

fosters care and concern for the individual and social justice for all members of the School community;

values the diversity that its day and boarding communities bring;

is committed to the implementation of innovative practice which engages students;

shares a philosophy of learning and teaching from Early Learning to Year 12;

encourages local community service;

promotes and embraces education from Prep to Year 12;

advocates gender equity and encourages young women to take the lead in shaping their own future and the future of their communities;

uses its exceptional human and physical resources to provide a wide range of opportunities to its students and staff;

promotes leadership at all levels within its staff and students.

The Canberra Girls Grammar School graduate is:

confident

ambitious

resilient
• socially competent
• academically capable

with:

• a strong sense of self
• a strong sense of justice
• respect for others
• enthusiasm for life
• cultural awareness
• well developed values and beliefs

who is:

• able to reason and make wise choices
• striving for his/her personal best
• ready for leadership
• imaginative
• spiritually alive.

Through the curriculum framework of the Primary Years Program of the International Baccalaureate students are explicitly taught what it means to exemplify the PYP Learner Profile.
CGGS students are:

- Caring
- Knowledgeable
- Principled
- Reflective
- Inquirers
- Thinkers
- Communicators
- Open-minded
- Risk Takers
- Balanced

JUNIOR SCHOOL STAFF 2019

HEAD OF JUNIOR SCHOOL  
Ms Angela Whitaker

DIRECTOR OF JUNIOR SCHOOL  
Mrs Prue Sheargold

DIRECTOR OF JUNIOR SCHOOL  
Mr Peter McDonald

DIRECTOR OF JUNIOR SCHOOL  
Mrs Kate Columbine

DIRECTOR OF LEARNING AND INNOVATION  
Mrs Alex Galland

HEAD OF ACADEMIC ENGAGEMENT  
Mrs Jillian Shaw

HEAD OF MUSIC AND PERFORMING ARTS  
Mrs Jennifer Groom

HEAD OF PHYSICAL EDUCATION  
Mr Greg Cross

SCHOOL COUNSELLOR  
Ms Paula Morelli

SCHOOL CHAPLAIN  
Rev Dr David Willsher
## LESSON TIMES

### LESSON TIMETABLE • 10 DAY CYCLE

#### Start of School
- **Junior Primary – Primary**: 8.45am
- **Roll Call, etc**: 8.45am – 8.55am
- **Lesson 1**: 8.55am – 9.55am
  - Fruit break taken
- **Lesson 2**: 10.00am – 11.00am

#### Recess
- **11.00am – 11.30am**

#### Lesson 3
- **11.30am – 12.30pm**

#### Lesson 4
- **12.30pm – 1.30pm**

#### Lunch (eaten inside under class supervision)
- **1.30pm – 1.45pm**

#### Play
- **1.45pm – 2.15pm**

#### Lesson 5
- **2.15pm – 3.15pm**

#### Home Room and Dismissal with Class Teacher
- **3.15pm – 3.20pm**

#### Close of School
- **3.20pm**

#### Junior Primary
- **Monday**: 2.15pm (alternate weeks) Assembly
- **Friday**: 11.35am – 12 noon Chapel

#### Primary
- **Monday**: 2.15pm (alternate weeks) Assembly
- **Friday**: 12.30pm – 1pm Chapel
THE A–Z OF HANDY HINTS

Absences

In accordance with Government regulations, the School should be notified of all students’ absences from school.

Sickness – the School has a dedicated absentee line, 6273 1087, to be used to report student sickness. Messages can be left at any time. The office staff listen to messages at 9.30am every school morning. Alternatively emails can be sent to jsabsentee@cggs.act.edu.au. Please do not send emails to an individual member of staff in case they too are absent. The School has to be notified even if your child was sick the previous day. If you know that your child will be absent due to sickness for a certain time, please state the expected period absent and this will then be recorded. A note or email explaining the absence is to be sent to school on the student’s first day back at school.

Leave – requests for students’ leave of absence should be made in writing, either letter or email, to the Head of Junior School. Parents are strongly advised to plan holidays during the school vacation period to avoid unnecessary interruption to the learning program for their son or daughter.

General – In addition to the above, parents are reminded that they are to inform any external specialists such as Speech Therapists, relevant co-curricular teachers such as instrumental music teachers and School Age Care on 6273 1242, if appropriate when their children are away for any reason.

Assembly

The assemblies take place on alternate Mondays at 2.15pm for Primary age students and Junior Primary students. Whole School Assemblies will take place on Mondays when appropriate. Assemblies are times for recognition of achievements and awards. Reports on past events and notices are also delivered. Parents and friends are welcome to watch any assembly from the upstairs gallery.
Asthma

Students who suffer from asthma are to carry their puffers (bronchodilators) on them at all times. If a puffer is inadvertently left at home, the School has spare puffers located in the Sick Bay.

Behaviour policy

At Canberra Girls Grammar School (CGGS) we believe that every individual matters. We believe that every individual within our school community is important and should be treated with respect, kindness and fairness. Every individual has the right to learn in a safe, nurturing and positive learning environment where he/she is provided with the best opportunities to develop.

This policy outlines our guidelines and expectations for rewarding positive behaviour and the formal processes to support students who have made poor behavioural decisions.

Our community expectations are based on ‘The CGGS Way’ which is:

Be Respectful

Be Safe

Be Responsible

This policy highlights the rights and responsibilities of students, staff and parents.

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<th>RESPONSIBILITIES</th>
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<td>Students have the RESPONSIBILITY to:</td>
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<td>• Be treated with respect, kindness and honesty</td>
<td>• Display respect, kindness and responsible behaviour</td>
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<td>• Learn and play in a safe and supportive environment</td>
<td>• Ensure that their behaviour is safe and considerate to others</td>
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<td>• Express themselves</td>
<td>• Behave in a way that protects our environment</td>
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<td></td>
<td>• Report inappropriate behaviour to the teacher</td>
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### Staff have the RIGHT to:
- Be treated with respect, kindness and honesty
- Teach in a purposeful, safe and courteous environment
- Work in cooperation with, and support from, parents in matters relating to their children’s education

### Staff have the RESPONSIBILITY to:
- Model respect, kindness and responsible behaviour
- Establish positive relationships with students
- Be vigilant in recognising positive behaviour and dealing with behavioural issues

### Parents have the RIGHT to:
- Be treated with respect, kindness and honesty
- Be informed of decisions affecting their child’s welfare at school
- Be heard in an appropriate forum on matters relating to their child
- Expect that issues concerning their child’s behaviour are dealt with appropriately

### Parents have the RESPONSIBILITY to:
- Model respect, kindness and responsible behaviour
- Support the school in implementing behaviour strategies in relation to their own child
- Inform the relevant teacher about issues concerning behaviour

We place a strong emphasis on acknowledging and encouraging positive behaviour. Teachers may implement individual class reward systems to promote positive behaviour and school values.

When specific incidents of inappropriate behaviour are displayed, the following may occur at the discretion of the teacher:

- **Verbal redirection (or reminder)**
- **Second verbal redirection (or reminder)**
- **Move away from the group**
- **Move into separate area**
- **Visit to Director**

Essential agreements based on ‘The CGGS Way’ will be referred to at each step of the process. When a teacher feels inappropriate behaviour choices have been made
on a consistent basis, the student will complete ‘The CGGS Way’ reflection sheet, “Le Papier Blanc”, and then meet with the teacher involved to discuss the reflection. “Le Papier Blanc”, shortened to ‘PB,’ will encourage students to strive for their ‘personal best’ in behavioural choices. It is recognised that in events of extreme behaviour one or more steps will be skipped. Where appropriate, parents will be informed by the class teacher of action taken and may be invited into school to meet with the teacher and, where relevant, Director to collaboratively plan a way forward.

Where poor choices are made during outdoor play times, the teacher on duty may complete a communication slip and place it in the relevant class teacher’s pigeon-hole prior to the start of the next school day. This will allow class teachers to see patterns of behaviour outside.

In the event where a child deliberately causes visible injury to another child the relevant Director will be notified, the parent will be contacted and asked to take their child home for the remainder of the day.

While the counselling service is not the first port of contact for behaviour issues, it will sometimes be assessed as an adjunct service if/when it is identified that a student’s ongoing behaviour stems from some difficulty in their life.

Where there is a repeated pattern of inappropriate behaviour it may be important to ascertain whether a student is unable, rather than unwilling, to make positive choices. This may require further investigation by the Academic Engagement Team (AET).

We do this because we believe that every individual matters.

Be Respectful
Be Safe
Be Responsible

Birthdays

Birthdays are very special occasions and often parents provide a treat for other students in the class. Individual patty cakes make ideal treats as they can be easily distributed and eaten. Please remember, party invitations are not to be handed out
at School by students or teachers. They are to be posted or distributed to students away from School. This is assisted by the provision of a Class Contact List.

**Bullying**

All students are issued with ‘Speak Up’ – the CGGS Safe School Policy.

**Burrawi**

“Burrawi” is the School Magazine. This is prepared by a committee of students under the oversight of a teacher coordinator. A member of staff from the Junior School coordinates submissions from Junior School students.

**Buses**


Students living in Queanbeyan, Jerrabomberra or other local NSW areas are served by Qcity Transit. Their contact details are [www.qcitytransit.com.au](http://www.qcitytransit.com.au) telephone 6299 3722.

Students who miss the bus will be permitted to ring a parent/guardian to arrange collection. Any student not collected after school by 4pm will be directed to School Age Care where fees will apply.

**Camps**

All students in Years 3 – 6 attend a compulsory School camp at various locations around or in close proximity to Canberra, or in the case of the Year 6 students further afield. The Year 2 students spend a wonderful overnight stay at School after a day’s Outdoor Education program. Year 1 students enjoy a day camp experience at a local venue.

**Canteen**

The School Canteen operates every day and provides morning tea for Primary students and lunch for both Junior Primary and Primary students. Online ordering of
lunches at the Junior School canteen is through Flexischools. To register, follow the link to go to www.flexischools.com.au

Students who forget their lunch are provided with appropriate food. A request for payment will be sent home. Students should only carry small amounts of money to spend at the Canteen. Canteen menus are changed twice a year. In class heating and refrigeration facilities for food are not available. Parents are advised not to send foods that require strict temperature control. Parents are responsible for ensuring that any food items needing to be chilled are kept cold, by way of ice packs within the lunch bag/box. Staff will ensure that children’s food is not placed in direct sunlight, and is kept in a cool location until ready to be eaten.

**Car parking / Drop off**

Parents are to park in the Visitors’ Car Park situated at the eastern end of the School. All traffic / road signs should be adhered to. This includes no queuing across the yellow painted box. Parents are reminded that there is no right hand turn into the Visitors’ Car Park.

When using the Pick Up area for dropping off in the morning, please move as far as possible along the kerb where the shelters are so that others may park behind you. If you need to exit your car for any reason, please park in a designated car parking space. These rules are in place to keep students and the neighbouring community safe. As the pavement to the front of the School is narrow in parts, only those students catching buses may exit the School at 3.20pm via the doors leading from the Art Room Courtyard and the Courtyard door near the French Room. All other parents and students are to exit using the barred gate between the Gym and Room G10, through the Reception foyer doors.

All parents are issued with a fluro name card to be displayed clearly (attached to the car’s passenger seat sun visor) when driving into the Pick Up zone after School each day. This will assist staff to ensure students are waiting ready at the end of the Pick Up zone for efficient collection and to reduce congestion. Any students not collected from the Pick Up zone by 3.50pm are taken to Reception. The Admin staff endeavour to contact the parents by telephone. Any students still not collected by 4pm are taken to School Age Care if places are available and students are enrolled.
Chapel

Weekly Chapel services for all students are held on Fridays. Parents are welcome to attend Chapel and may observe from the upstairs gallery.

Change of personal details

Parents are to update their personal details using their personal login and password on Agora, then clicking on the Synergetic tile.

Class contact lists

Class Contact Lists detailing addresses and telephone numbers of all the students in the Year Level are distributed to families. These can be used to make contact with other families.

Co-curricular Program

The School offers an extensive array of co-curricular activities. Details of activities are available in the Co-curricular Booklets located on Agora. Details on Music Co-curricular can be found on The Music Academy website, via the CGGS website.

Students wanting to participate in a sport offered by the School’s Co-curricular Program should elect to belong to a School team. The School upholds a high standard of sportsmanship at all sporting events.

All students attending an after school hours co-curricular program are required to complete an After School Care form regardless of whether or not it is intended to use the facility. This is in case of delays with picking up. Any student not picked up at the conclusion of the program will be taken immediately to After School Care.

Communication

The School embraces strong communication ties between families, the community and the School. The first person to contact is your child’s class teacher. Depending on the query, the class teacher will then either deal with the problem or refer you to an appropriate member of staff. All staff can be contacted by email. The email addresses are made up in the following format: GivenName.Surname@cggs.act.edu.au This is often the best method of contact.
The School Diary is another form of communication that can be used by students, parents and teachers. Please check your child’s Diary every evening and initial any notes left by the class teacher.

**Community**

CGGS values its diverse community and encourages its families to share their skills, expertise and cultures with us through classroom programs and other parental involvement programs.

**Differentiation**

At CGGS we recognise that our students have a broad range of learning styles and abilities. Our classroom programs offer a wide range of learning experiences to cater for all individuals.

**Dogs**

Although we understand the value of the family pet dog, it is asked that they are not brought on to the school grounds when dropping off or collecting your children.

**Enrichment and learning support program**

The School undertakes a variety of cohort and, where necessary, specialised testing programs. These vary according to the year level. Those students identified as requiring extra support or extension are referred to the specialist Learning Support Team. Qualified specialist teachers then either withdraw individual or small groups of students for appropriate lessons or work with the class teacher in classrooms.

**Excursions**

Throughout the year students will be required to go on school excursions to support a relevant unit of inquiry being studied in the classroom. Notification will be forwarded to parents in advance of the outing.
First Aid / sickness

Students who are feeling unwell are sent to the Reception. All administration staff are qualified in First Aid. Parents will be contacted to collect their child if they are deemed to be too unwell to continue at School.

Food

Healthy eating habits are encouraged throughout the School. Please limit the use of lollies in lunch boxes. The chewing of gum is prohibited at School. Students are not permitted to share or swap food with other students. A Fruit Break takes place in the morning. The students have five minutes in which to eat some fruit. Please supply an appropriate amount of fruit in a separate container as the students may need to take the fruit to a specialist subject lesson. Lunch is eaten in the classroom between 1.30pm and 1.45pm under the supervision of the class teachers. Students are encouraged to leave any uneaten food in their lunchbox to take home.

Hair styles

Girls’ hair should be pulled back if it falls below the collar. In all cases, hair should be kept off the face with the use of clips and/or head bands. Fringes should not cover the eyebrows and hair accessories should be in School colours of white and/or navy blue.

Boys’ hair should be kept neat and tidy and should not fall below the collar.

Holiday Program

Two School Holiday Programs are run. For students in Prep – Year 6 a program entitled Awesome Activities is provided. This program is open to CGGS students and also students in the community.

A separate ELC Holiday Program for ELC CGGS students only is also available.

Home help – parent guidelines

From time to time parents are offered workshops designed to assist them working with their children at home or in a classroom. In addition, the following suggestions may be useful:-
Ways in which speech leads to reading and writing

Stories and plays seen on television or listened to can be helpful in providing a stimulus for the child’s imagination and dramatic play. Programs should be chosen carefully and watched with the child to promote discussion at the conclusion of the program.

A rewarding and totally satisfying activity is reading and story-telling with your child. This offers opportunity for closeness and interaction between child and parent. Talk to your child about the book you are about to read. Ask them to guess what it might be about, point to words they recognise, point to the words you are reading. Nursery rhymes are thoroughly enjoyed by children. They enjoy the rhymes, tunes and repetition. Make up a story and get your child to participate in the make believe. Please don’t forget the local Libraries where a large selection of quality books can be borrowed for free. If your child is just beginning to learn to read try adopting the Pause, Prompt, Praise method. Pause – give the child the opportunity to work out what the word is; Prompt – give hints such as pointing at the object in the picture (if the word is a noun) and Praise when the child accomplishes the word, if even you have to pronounce the word before getting the child to repeat it. Remember each child learns at a different rate!

Handwriting skills

This can be enhanced even before school age by promoting your child’s fine motor skills. This is achieved by building up the finger hand strength, coordination and by integrating hand/eye skills. Some activities to promote these aspects are:

- Ball games
- Jigsaws
- Craft activities, including the use of scissors and scrunching paper
- Playing with Playdough
- Finger painting
- Construction games such as Lego
- Sewing activities
Encourage the correct manner to hold a pencil. When naming things for School use lower case school cursive script; not all capitals.

**Homework**

It is the School policy at CGGS that Homework is set on a regular basis. Evidence from research shows that there is a strong relationship between effective homework and school achievement. An appropriate organised homework program can help students develop skills and attitudes which have a lasting value.

Homework is essentially extra time spent on learning. It includes work of a formal nature specifically set by a teacher to be completed outside timetabled lessons as well as less formal work – such as the revision of the day’s lessons, private reading, preparation for tests and assignments and the practice of skills. Homework is to be directly related to current learning.

All year levels receive regular homework set by class teachers and specialist teachers. Generally homework will be given only on school nights Monday to Thursday, but project work or research work may need to be completed during weekends.

Parents are requested to support students in monitoring completion of all homework.

**Houses**

The Junior School has four Houses:

<table>
<thead>
<tr>
<th>HOUSE</th>
<th>COLOUR</th>
<th>MASCOT</th>
<th>MOTTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATES</td>
<td>Blue</td>
<td>Platypus</td>
<td>Honour before Honours</td>
</tr>
<tr>
<td>CHISHOLM</td>
<td>Purple</td>
<td>Koala</td>
<td>Strive to Succeed</td>
</tr>
<tr>
<td>GILMORE</td>
<td>Yellow</td>
<td>Kangaroo</td>
<td>Perseverance in all Things</td>
</tr>
<tr>
<td>MACKELLAR</td>
<td>Orange</td>
<td>Wombat</td>
<td>Lift up your Hearts</td>
</tr>
</tbody>
</table>

**Daisy Bates CBE (1863–1951)** was a self-taught anthropologist and is remembered for her work with the Australian Indigenous people. Her efforts have been represented
in children's literature, theatre, film and opera. She was appointed a Commander of the Order of the British Empire in recognition of her dedication to Indigenous Australians.

Caroline Chisholm (1808 – 1877) is famous for her tireless efforts to better the lives of immigrants. She was successful in improving the treatment of female migrants and their families during their selection, voyage and arrival in Australia. She also organised funding for welfare projects in the bus and goldfields.

Dame Mary Gilmore CBE (1865 – 1962) was a poet, author and journalist, who encouraged young writers and worked for the rights of women and Indigenous Australians. She was appointed a Dame of the Order of the British Empire for her services to literature. She is featured on the Australian ten dollar note.

Dorothea Mackellar (1885 – 1968) is an Australian poet who is remembered for her poem, *My Country*. Fluent in many languages, she also displayed a keen interest in her family, the community, the arts and politics. She was made an Officer of the British Empire for her contribution to Australian literature.

Every student from Prep is placed in a House. Students with a family House association will be assigned to the House to which their family member belonged.

The students participate in various inter-House competitions throughout the year such as sporting carnivals, music competitions as well as opportunities to earn points for good work and positive behaviour. Parents are warmly invited to attend all of the House activities. At the end of the year an Aggregate House Cup is awarded to the House with the most points.
### Illnesses – exclusion times

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION OF PERSON WITH CONDITION</th>
<th>EXCLUSION OF PERSONS IN CONTACT WITH CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (varicella and herpes zoster)</td>
<td>Exclude until the last blister has scabbed over.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td></td>
<td>The child should not continue to be excluded by reason only of some remaining scabs.</td>
<td>Any child with immune deficiency should be excluded for their own protection and seek urgent medical advice.</td>
</tr>
<tr>
<td>Conjunctivitis (acute infectious)</td>
<td>Exclude until discharge from eyes ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cold</td>
<td>A child suffering from a cold should stay at home during the first days of that cold, which is when cold symptoms are most contagious. The child may return when his or her cold symptoms have mainly subsided and when he or she can interact normally with fellow students and staff.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>This refers to more than the child’s normal number of stools, with increased stool water or decreased form that is not controlled by toilet use, or stools that contain blood or mucus. Diarrhoea can be extremely contagious and may be caused by parasites or bacteria. Medical attention may be necessary. A child with diarrhoea should be diarrhoea free for 24 hours and have returned to a normal diet before returning.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Fever</td>
<td>A child who has a fever during the morning hours or who had a fever in the course of the preceding night, should remain at home until he or she has been fever free for a 24 hour period.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>EXCLUSION OF PERSON WITH CONDITION</td>
<td>EXCLUSION OF PERSONS IN CONTACT WITH CONDITION</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Head Lice (Pediculosis)</td>
<td>A child with head lice may return to the Early Learning Centre or Junior School when free of nits or 48 hours after treatment was begun, whichever is the later. Students found to have head lice at school will be sent home for treatment.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>A child is excluded for at least 7 days after the onset of jaundice. A certificate should be provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after the rash appears.</td>
<td>Immunised contacts are not excluded. Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>EXCLUSION OF PERSON WITH CONDITION</td>
<td>EXCLUSION OF PERSONS IN CONTACT WITH CONDITION</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Measles cont.</td>
<td></td>
<td>Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has commenced.</td>
<td>Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. Otherwise, excluded until 10 days after the last contact with the index case.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after the onset of symptoms, or until parotid swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Exclude until effective treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude for 4 days after the appearance of the rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonellosis</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>EXCLUSION OF PERSON WITH CONDITION</td>
<td>EXCLUSION OF PERSONS IN CONTACT WITH CONDITION</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has recovered or has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until approval to return has been given by the Chief Health Officer.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and paratyphoid fever</td>
<td>Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Child to be excluded if he or she has vomited twice or more in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude for 21 days from the start of the cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.</td>
<td>Exclude non-immunised household for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Jewellery**

The only jewellery allowed is a watch for boys or girls and a single pair of plain, small gold or silver studs or sleepers for girls. For any special or religious requirements, please discuss the matter with the Head of Junior School or her delegate.
Languages
The School offers French from Prep to Year 6. Lessons are differentiated to accommodate those students with no prior knowledge of French and those with extensive knowledge.

Library
The students visit the Library to exchange books as part of their normal weekly classroom timetable. Students should have a Library bag to protect borrowed books. The loan period is for two weeks; however students can change their books on any day. The Library is also open to students during the lunch break and they are welcome to browse, read and undertake individual research between 1.45pm and 2.15pm. A staff member will always be on duty. If a child loses a library book, they will receive an overdue notice. If the book has not been located by the end of the year a letter will be sent home to advise you and the cost of replacing the book will be charged to your School account.

Lost property
All clothing and articles brought to School should be clearly named. Any named lost property will be returned directly to the relevant classroom. Unnamed lost property will be taken to the Lost Property area. Students are encouraged to check the lost property area on a regular basis. Any unnamed and unclaimed uniform items are passed on to the Uniform Shop to be resold and unnamed non-uniform items are donated to charity.
Maps

Junior School

Building Name
Art Room
Early Learning Centre
General Classroom
General Classroom
General Classroom
General Classroom
General Classroom
General Classroom
Gymnasium
Multipurpose Hall
Library IT Resource
Music Room
General Classroom
Reception
Sick Bay

Parking
Entrance
Building

5 (lower level)
8
1 (upper level)
3 (upper level)
4 (lower level)
5 (upper level)
7 (upper level)
6
2
4 (upper level)
4 (lower level)
7 (lower level)
2 (lower level)
2 (lower level)
Medication

Students requiring any medication whilst at School are to bring the medication in its container together with a signed instruction note detailing, dosage and time of administering to Reception. The medications will be kept under lock and key in either the fridge or first aid cabinet. Staff will then administer the medication at the required time. A note will be sent home with the student to advise the parents the time and dosage of administering the medication. Please be sure that you keep your sick child at home. Coughs and sneezes spread diseases very quickly in schools!

Mobile telephones

Students may bring mobile phones to school for use outside school hours. The telephones should not be turned on during School hours and should be kept in School bags or handed to the Class Teacher. The School accepts no responsibility for the safety of the telephone. Students wishing to make telephone calls during School hours are required to obtain a permission note from their class teacher to call from the Reception phone.

Office hours

The Junior School Reception hours are 8.00am – 4.00pm. Messages, other than notification of absences, can be left outside these hours on 6202 6411. The School operates a dedicated absentee line, 6273 1087 to record messages regarding student absences. Parents may also send an email to jsabsentee@cggs.act.edu.au.

Out of uniform

If a student is unable to be in complete School uniform for some exceptional reason, a note should be sent to the Head of Junior School from parents/guardians explaining the situation. Students should not be out of uniform for an extended period of time.

Pastoral Care

The School prides itself in the pastoral care it offers their students. Parents are encouraged to maintain regular communication with their child’s class teacher.
Parents and Friends Association

The School has an active and highly valued Parents and Friends Association. Meetings are held on the first Tuesday of the month and newcomers are extremely welcome. The major fundraising event each year is the School Fête which generally takes place in October. This is a wonderfully successful event enjoyed by students, staff, parents and the community. Assistance is always welcome and we strongly encourage parents to become involved in this highly motivated, dedicated group.

Parent representatives

At the beginning of each year, parents are sought to take on the role of Parent Representative for their child’s class. This important and valued role is not intended to be onerous but to provide a wonderful means of communicating and socialising with other parents. A role description can be obtained from the Class Teacher.

Payment

Please be advised that you are more than welcome to hand in cheques for forwarding to the Senior School for items such as School fees however cash cannot be accepted at the Junior School and needs to be taken directly to the reception area at the Senior School.

Presentation Day Assembly

Presentation Day Assembly is a major Assembly held at the end of the School year to which parents and guests are invited. The emphasis is placed on graduating Year 6 students. They are presented with a graduation certificate and year group photo. Awards for academic, leadership, service and citizenship are presented.

At the Achievement Assembly early in Term 4 certificates and badges are awarded for Music and Sports achievements.

PYP

CGGS is an International Baccalaureate World School offering the Primary Years Program (PYP), one of the three programs offered by the International Baccalaureate and is designed to embrace the ages 3 – 12. The program is recognised and taught
in a vast number of schools throughout the world. Schools that teach this program belong to a worldwide network and, as a result, CGGS Junior School has the opportunity to forge links with schools in this network.

School Age Care

The School operates a School Age Care Program in the Undercroft and outside playing areas. This program runs until 6.00pm every School day. Students attending after School co-curricular activities will be required to complete the online School Age Care application form to be used in the event of unforeseen difficulties that prevent prompt pick up at the conclusion of the co-curricular activity. The form link can be found on the School website.

School Counsellor

The School employs the services of a qualified Psychologist. The role of the School Counsellor is to offer confidential advice on social and emotional guidelines and behavioural matters. The School Counsellor is also involved in the team that offers academic assistance to students. The School Counsellor operates Tuesday, Wednesday, Thursday and Friday. The Counsellor’s office is set up to ensure maximum confidentiality and privacy. The service is open to students and parents. Appointments can be made by ringing the School on 6202 6411. Please remember parental and student concerns should usually be directed in the first instance to the class teacher.

School day

School commences at 8.45am and concludes at 3.20pm. Students are required to arrive between 8.30am and 8.45am and to make their way to the Undercroft or playground where a member of staff will be on duty. Students may arrive from 8.00am when a Staff member is on duty, but not before. It is important that all students arrive punctually in order to facilitate their learning.

School uniform

The School uniform is only available from the School Shop. The term opening hours are:

**MONDAYS**

8.15am – 2.00pm
TUESDAYS    8.15am – 2.00pm
WEDNESDAYS CLOSED
THURSDAYS  12 noon – 5.30pm
FRIDAYS    CLOSED

Additional opening hours operate during the School holidays. The times are published on the School website. The School Shop also offers a range of secondhand uniforms.

The Uniform Shop Manager and the shop assistants can be contacted by phone: (02) 6202 6486.

It is expected that students wear the full correct School and sports uniforms and to demonstrate pride in themselves and the School by a high standard of personal presentation, grooming and hygiene. The summer uniform is worn during Terms 4 and 1 and the winter uniform in Terms 2 and 3.

Junior School uniform list

<table>
<thead>
<tr>
<th>Summer uniform – Girls</th>
<th>Winter uniform – Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 3 School Uniform Dresses</td>
<td>• 2 tartan winter pinafores (Y6 may wear Senior tartan skirt)</td>
</tr>
<tr>
<td>• 1 School Blazer</td>
<td>• 3 Peter Pan collared long-sleeved white blouses</td>
</tr>
<tr>
<td>• 1 School green jumper</td>
<td>• School navy blue opaque tights or navy socks as for summer</td>
</tr>
<tr>
<td>• 1 School straw hat with crested band</td>
<td>• 1 School Blazer</td>
</tr>
<tr>
<td>• 5 pairs navy fold-down ankle socks, plain not patterned</td>
<td>• 1 School green jumper</td>
</tr>
<tr>
<td>• 1 pair regulation flat black leather shoes</td>
<td>• 1 School straw hat</td>
</tr>
<tr>
<td>• 1 navy blue sunhat</td>
<td>• 1 navy blue sunhat</td>
</tr>
<tr>
<td>• <strong>White</strong> hair accessories: headbands, clips, elastics or School uniform scrunchie</td>
<td>• 1 pair regulation black shoes</td>
</tr>
<tr>
<td></td>
<td>• <strong>Navy</strong> hair accessories: headbands, clips, elastics or School uniform scrunchie</td>
</tr>
</tbody>
</table>
### Summer uniform – Boys
- 3 School short sleeve shirts
- 3 School shorts
- 1 School green jumper
- 1 School Blazer
- 1 pair of black leather shoes
- 5 navy blue short socks
- 1 School straw hat with crested band
- 1 navy blue sunhat

### Winter uniform – Boys
- 3 School navy trousers
- 3 white long sleeved shirts
- 1 School tartan tie
- 1 pair of black leather shoes
- 5 navy blue knee-hi or woollen socks
- 1 School green jumper
- 1 School blazer
- 1 School straw hat

### Optional
- Regulation navy blue gloves
- Regulation navy blue scarf
- Regulation navy blue beanie or approved Cancer Council Beanie
- School navy blue coat
- Navy polar fleece jacket (Prep – Year 2 with Sports Uniform only)
- Pants are available for girls (can be worn all year)
- Skorts are also available for girls (Terms 1 and 4)
- White CGGS blouse to be worn with skorts (Terms 1 and 4) and pants (Terms 2 and 3).

### Sports uniform
- 1 School red shorts (girls)
- 1 School navy shorts (boys)
- 1 School white polo shirt
- 1 House polo shirt
- Short white socks
- Gym shoes (Velcro fasteners optional for Prep, Year 1 and 2)
- 1 School swimsuit (JP students are permitted to wear a plain black or navy one-piece swimsuit or the regulation School swimsuit)
- 1 School tracksuit (Year 3 to Year 6)
- 1 School rugby jumper (optional Year 3 to Year 6)
- 1 School fleecy track pants (Prep, Year 1 and 2)
- 1 Woollen school rugby jumper (Prep, Year 1 and 2)
- 1 Navy blue sunhat
Cricket teams

- School red shorts
- School sport polo shirt
- Short white socks
- Gym Shoes
- School sun hat

Hockey teams

- School red sport skirt
- School sport polo shirt
- Knee-high length red socks with white top
- Hockey boots or grass sports shoes

Netball teams

- School red sport skirt
- School sport polo shirt
- Short white socks
- Gym shoes
- School sunhat

Basketball teams

- School red shorts
- School basketball singlet
- Short white socks
- Gym shoes or basketball shoes

General uniform guidelines are:-

- Students should wear full School uniform to and from School each day, including the School straw hat.
- All clothes, books, watches, calculators, pencil cases, pens, etc should be clearly and permanently named
- The School blazer is a compulsory part of the uniform and all students should own a blazer which is clearly labelled with their name. The blazer should be worn to Assembly, Chapels and official School functions, including excursions. The blazer is the outer garment to be worn outside of the School grounds when a student is wearing the winter uniform. In the case of unseasonably cool weather during Terms 1 and 4, students should wear the summer uniform and the blazer, not the school jumper, as the outer garment when outside the School grounds.
- School dresses, pinafores and skirts should be no longer than mid-calf.
- Jumpers should be kept clean and free from holes. Students may wear the School jumper as the outer garment when in the school grounds.
- Only bags with the School crest or plain black bags (without logo) are to be carried.
• School shoes should be plain black leather (lace up or Mary Jane style) and should be polished regularly.

• Socks may be worn in Summer or Winter Terms. Navy cotton socks are to be worn folded down. Knee high socks, ankle socks and sports socks are not permitted.

• School tights worn during Terms 2 and 3 should be free of holes or ladders.

• Families should ensure that all uniform items are clean, fit appropriately and in good repair.

• Full sports uniform should be worn for all PE lessons. Junior primary students remain in PE uniform for the day. Junior School students should change before and after PE lessons. The School sports hat should be worn to all outdoor PE lessons.

• The School Swimsuit, available from the School Shop is a compulsory part of the uniform for Primary age students. Junior Primary students are permitted to wear plain black or navy one-piece or the School swimsuit.

• The School sun hat/play hat should be worn at all times when outside during Terms 1 and 4. During Terms 2 and 3 we take guidance from the Cancer Council and advise staff accordingly.

• Only plain navy scarves, gloves and beanies are acceptable with the winter uniform. These items are available from the School Shop. Approved Cancer Council beanies are also permitted. Beanies are worn on the School grounds and are not permitted to be worn to and from School.

• Only Year 6 students may purchase and wear the Senior School skirt and blouse worn untucked. The blouse should not be seen below the jumper.

• Nail varnish is not to be worn and students will have the nail varnish removed if worn to school.

• No student may chew gum at School or at any time when in School uniform.

• Students in uniform should not eat on a bus.
Please note the following

• Junior School parents may phone the Shop to place an order and pay using MOTO with either Visa or Mastercard. The items will then be delivered to the student in the Junior School. This applies to new uniforms ONLY.

• A new uniform may be refunded or exchanged within 30 days with a receipt. The items should be in original condition i.e. tags still on.

• Second hand items should be carefully chosen as they cannot be exchanged or refunded.

Second-hand uniforms

To maintain a high uniform standard the following conditions apply to the Second Hand section of the School Shop.

1. All items should be in good repair and freshly laundered. Blazers, tartan skirts and pinafores, green skirts, duffle and overcoats should be dry cleaned. Garments with ink/paint stains will be discarded. Any item with broken zips will be discarded. All crested garments should have the CGGS lettering or crest. Items not sold within 12 months will be disposed of.

For Health reasons hats, caps and swimming costumes cannot be accepted.

2. A card (as supplied by the shop) should be filled out with all the necessary information required and pinned to each item. Please update any changes in address with the Business Office to avoid delays in payment.

3. Any item left for sale that does not meet these criteria WILL be disposed of at the discretion of the Shop Manager. This will include any stained, faded or excessively worn items and those which are no longer correct length and current uniform.

4. Each item will be priced by Shop Staff after it has been assessed for suitability. Goods left will not be available for sale until the following day.

5. Prices are calculated according to the new item price and its current condition. When an item sells the School Shop retains 25% Commission from the selling
price and the balance will be either credited to the seller’s account or paid by cheque at the end of each term.

6. Purchasing – once an item has been purchased it **CANNOT** be returned. It is the customers’ responsibility to inspect each garment prior to purchase.

**Sick Bay**

Sick Bay is located behind Reception area in Junior School. Parents picking up sick children are asked to report to Reception before entering the Sick Bay room as there may be other students being attended to in Sick Bay. All students leaving the premises are required to be electronically signed out by the receptionist.

**Stationery/book packs**

For your convenience and to ensure that all CGGS Junior School students commencing the new academic year are equipped with the correct stationery, all stationery and textbooks will be available in the classroom on Welcome Day. The cost of the pack will be charged to your School account.
### Additional requirements

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>ITEMS TO BE PURCHASED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
</tr>
<tr>
<td></td>
<td>2 Book carrier bags (1 red and 1 green) – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Art smock – School Shop</td>
</tr>
<tr>
<td>Year 1</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
</tr>
<tr>
<td></td>
<td>2 Book carrier bags (1 red and 1 green) – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Art smock – School Shop</td>
</tr>
<tr>
<td>Year 2</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
</tr>
<tr>
<td></td>
<td>2 Book carrier bags (1 red and 1 green) – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Art smock – School Shop</td>
</tr>
<tr>
<td>Year 3</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
</tr>
<tr>
<td></td>
<td>2 Green book carrier bags – School Shop</td>
</tr>
<tr>
<td></td>
<td>2 Red book carrier bags – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Plastic Yamaha Descant Recorder – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Large School pencil case – School Shop</td>
</tr>
<tr>
<td>Year 4</td>
<td>2 Large (200) boxes tissues (to share in class)</td>
</tr>
<tr>
<td></td>
<td>1 Roll-on sunscreen</td>
</tr>
<tr>
<td></td>
<td>1 Mouthguard for PE</td>
</tr>
<tr>
<td></td>
<td>1 Drawstring PE equipment bag – School Shop</td>
</tr>
<tr>
<td></td>
<td>2 Green book carrier bags – School Shop</td>
</tr>
<tr>
<td></td>
<td>2 Red book carrier bags – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Plastic Yamaha Descant Recorder – School Shop</td>
</tr>
<tr>
<td></td>
<td>1 Large School pencil case – School Shop</td>
</tr>
</tbody>
</table>
Year 5

2 Large (200) boxes tissues (to share in class)
1 Roll-on sunscreen
1 Mouthguard for PE
1 Drawstring PE equipment bag – School Shop
2 Green book carrier bags – School Shop
2 Red book carrier bags – School Shop
1 Plastic Yamaha Descant Recorder – School Shop
1 Large School pencil case – School Shop

Year 6

2 Large (200) boxes tissues (to share in class)
1 Roll-on sunscreen
1 Mouthguard for PE
1 Drawstring PE equipment bag – School Shop
2 Green book carrier bags – School Shop
2 Red book carrier bags – School Shop
1 Plastic Yamaha Descant Recorder – School Shop
1 Large School pencil case – School Shop

Student leadership positions

Every term each class elects a Class Captain, Class Sports Captain, Tech Angel and Green Guru. In Term 4 the Head Girls for the following year are elected. There are several other leadership positions available to Year 6 students and these are elected during Term 1 for the remainder of the year.

Students’ reports

Students in Years P – 6 receive formal reports at the end of the first Semester and at the end of the School year. Parent / Teacher optional interviews are held towards the end of the first and third terms. In Term 3 the Prep – Year 6 also hold Student Led Conferences. Year 6 students hold an Exhibition evening. Other events designed to inform parents about their child’s learning may be organised by year levels on an occasional basis.
Travelling to and from school

Students arriving at School between 8am–8.30am should go immediately to the playground areas or Undercroft.

- Junior Primary students may put their bags in their lockers before moving to the appropriate area.
- The internal Courtyards are not play areas.
- Students may use play equipment before school from 8.30am only under supervision of the teachers on duty.
- On wet days students should stay in the Undercroft until 8.30am under teacher supervision. An announcement will then be made over the public address system to advise students to go to classrooms at 8.30am.

Students riding bikes to and from School should wear safety helmets. To cross Grey Street, students should dismount and cross on foot using the School crossing. Bikes are stored in the Bike Rack on the Oval.

Visiting the school during school hours

All visitors should enter the School via Reception where they should sign the Visitors’ Book and wear the issued Visitor’s badge.

“Waste Wise”

The School is a recognised “Waste Wise School” with every effort being made to reduce waste. Parents are asked to be particularly vigilant in the use of cling wrap. Every Wednesday is a ‘No Waste Wednesday’ where parents are asked not to use packaging that cannot be recycled. This is also supported by the Canteen where items such as chips are not sold on this day due to the packaging.

The School is moving into the area of water and electricity sustainability and encouraging the students to turn off lights and to be mindful of the amount of water they use in the School.
Welcome Day

The day before school commences at the beginning of the year is called ‘Welcome Day’. Welcome Day provides parents with the opportunity to share information about their child with the class teacher. Brief interviews can be booked using an online link that will be forwarded to you.
JUNIOR SCHOOL PARENT PARTICIPATION FORM

Student’s Name: ____________________________________________ Year: __________

There are many ways in which parents can become involved within the School community. Depending on the requirements of the various programs within the School, teachers will make contact with you. Please indicate below if you can give your time and expertise, and return this form as soon as possible marked to the attention of your child’s class teacher.

GUEST SPEAKER – Hobby, special interest, career

Area of expertise: _______________________________________________________________________________________

Cultures

Please indicate below if you prepared to talk to the students about a culture you are familiar with.

☐ Yes Culture ____________________________________________

Parent Representatives

Please tick the box if you are willing to take on the role of Class Parent Representatives.

☐ I would be prepared to take on the role of Class Parent Representative.

Sports Assistance

Please circle below if you are able to offer assistance in any of the following sports:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>COACHING</th>
<th>TEAM MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hockey/Minkey</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Netball/Net-Set-Go</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Soccer</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Basketball</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cricket</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Classroom assistance

If you are able to provide assistance in the classroom, please tick the box. ☐
Single subject assistance

Please indicate below if you are able to offer assistance in any of the following areas:

☐ Art  ☐ Music
☐ French  ☐ PSPE
☐ Library  ☐ Religion and Philosophy

General assistance

Some parents may prefer to offer general assistance, e.g., book covering, help with co-curricular groups such as Craft, Art, or Gardening. Please list

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________  

Parent: ___________________________________________________________________________________________  

(Home) _______________________________  (Work) _______________________________

Email: ___________________________________________________________________________________________