



Gladstone High School

Responsibility Respect Honesty Doing Your Best

Parent Handbook



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www.gladstonehs.sa.edu.au

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About us

Gladstone High School is a government co-educational secondary school catering for students in Year 7-12.

The current student population is approximately 190 students.

We have a team of dedicated staff comprising 21 teachers (including leaders) and 11 support staff.

The leadership team consists of Principal, 2 Assistant Principals, 3 Year Level Coordinators, 1 Wellbeing Coordinator and a Business Manager.

The years of schooling at Gladstone are aligned into sub schools:

- Junior School: Years 7 and 8
- Middle School: Years 9 and 10
- Senior School: Years 11 and 12.

Gladstone High School has a strong tradition of academic success and is dedicated to supporting all students' pathways beyond school. We believe that every student is unique and is entitled to a personalised learning plan to support their pathway through school into the adult world. To this end, we have a strong focus on a Pastoral Care program that supports student wellbeing and resilience.

Our curriculum is designed to enable all learners to access the support and guidance they require at the level and intensity appropriate to their particular needs within all classes.

We have a clear focus on Agricultural Studies throughout the school from Year 7-12 and support students in a range of Vocational Training options.

Our teachers work collaboratively to create a dynamic and engaging curriculum that is not only aligned to the Australian Curriculum and SACE but also relevant to our learners and the local community.

Agriculture and Viticulture

At Gladstone High School, Agriculture and Viticulture are more than just subjects—they are part of our culture and community. From Years 7 to 12, all students have the opportunity to engage in hands-on, real-world learning on our 6-acre school farm and across 2.2 kilometres of established Shiraz vineyards. Our vines are over 30 years old, offering students a unique insight into the full cycle of grape production and vineyard management.

Students begin their agricultural learning journey in Year 7, from Year 9, can choose to deepen their knowledge by studying Agriculture as a full-year subject. Our programs cover a diverse range of topics including animal husbandry, plant production, vineyard management, rural enterprise, and sustainability practices.

The students can also take part in the show teams, where we proudly exhibit steers, goats, sheep, poultry and wool at the Royal Adelaide Show.

Buses

Gladstone High School has Education Department buses, plus additional contractor buses, which are privately owned. The school buses transport students from Georgetown, Crystal Brook, Laura, Stone Hut, Wirrabara, Redhill, Yacka and Gulnare. A bus timetable showing morning and afternoon pickup and drop off times is provided at the start of each year.

Passengers – Where there is room on a bus, the following are eligible to be passengers:

- Children from the feeder Primary Schools and
- Preschool students

It is necessary to negotiate all transport with the Assistant Principal.

The safety and welfare of students is the responsibility of the school from the moment students get on the school bus in the morning to when they get off the bus in the afternoon. This responsibility is delegated to bus drivers.

All students and parents are required to sign and adhere to the Bus Code of Conduct, which is aligned to the school's behaviour management policy.

Bicycles/Scooters

Students who ride their bikes/scooters to school must store them in the racks provided.

Please note, the school cannot be responsible for bikes/scooters that are brought to school. Students should always lock their bike/scooters to the racks.

Bike and scooter riders must dismount upon entering school grounds and are reminded that wearing a protective helmet is law.

Books (Library & Text)

All books (library and text) issued to students, remain the property of the school and must be returned at the end of the academic school year.

Students are encouraged to borrow for study and personal reading all year.

Canteen

Our canteen is managed by the Governing Council and complies with the Australian Healthy Eating Guidelines.

The canteen menu can be found either in the Front Office or on our website.

Students may order their lunch as no passes are given for street access to local shops.

Volunteers are always welcome to support the canteen – please contact the Front Office to volunteer.

The canteen is open Monday & Wednesday - Friday.

Communication

Office hours are 8:30 am – 4:00 pm

Phone: **08 8662 2171**

Fax: **08 8662 2050**

Email: dl.0775_info@schools.sa.edu.au

Website: www.gladstonehs.sa.edu.au

Facebook: <https://www.facebook.com/gladstonehs/>

(See NEWSLETTER)





Curriculum

At Gladstone High School the Australian Curriculum Framework, <http://www.australiancurriculum.edu.au/> provides the curriculum outline in the area of study from Year 7 to 10. Students follow a common curriculum in Year 7 and 8 with some choices being provided from Year 9. In Year 7 and 8 students are introduced to Agricultural Science allowing them to choose Agriculture subjects in later years.

We believe that the development of literacy is vital for learning and wellbeing. Every student should be able to read, write, spell and communicate at an appropriate level. English is taught by specialist teachers from Years 7-12, literacy is also integrated into all subject areas.

Developing the skills, knowledge and understanding in numeracy is also fundamental to the learning and wellbeing of all students. Numeracy is taught within Mathematics from Years 7 to 12 as well as being integrated into all subject areas.

In Years 11 and 12 the South Australian Certificate of Education (SACE) provides the framework for the curriculum. <https://www.sace.sa.edu.au/schools/sace-overview/requirements-of-the-sace>

The SACE will help students develop the skills and knowledge they need to succeed – whether they are headed for further education and training, university, an apprenticeship or straight into the workforce.

Gladstone High School supports VET pathways, school based apprenticeships, the Technical College at Port Augusta and university enrichment programs, like CQU, as credible, flexible options to be considered within SACE planning.

Day Structure

Students are expected at school ready for Home Group at 8:45 am and stay for the entire school day until dismissal at 3:15 pm.

Structure

- Roll check in Home Group, plus a lesson roll
- We have 6 x 50 minute lessons
- Breaks – there are two breaks during the day, morning recess (30 minutes) and lunch (40 minutes)

8.45am Roll Call

9.05am Lesson 1

9.55am Lesson 2

10.45am Recess

11.15am Lesson 3

12.05pm Lesson 4

12.55pm Lunch

1.35pm Lesson 5

2.25pm Lesson 6

3.15pm Dismissal

Diary

Students in Years 7 to 12 receive a diary that is designed to support their homework, organisational skills and communication between the home and school. All students are required to have a diary and replacements can be purchased from the Front Office for \$10.

Duty of Care – Yard Duty

The school is open to students from 8:30 am until 3:30 pm, when staff are available to actively supervise students through yard duty.

Any students at school outside of these times must be negotiated with staff.

Emergency Contacts

Parents are required to complete an enrolment form and annually update an information/emergency contact form.

Emergency Procedures

Evacuation Procedures

The Occupancy Warning System will notify the whole school using a voice recorded message to signal the need to prepare to evacuate or evacuate.

Invacuation Procedures

The Occupancy Warning System will notify the whole school using a voice recorded message to signal the need to prepare the class for an Invacuation lockdown.

Excursions and Camps

These are planned to support student learning. Notification of costs and payment will come together with details of the activity and permission forms ahead of time. In Senior School, some subjects may include a curriculum related camp, this will be included in all subject counselling information.

• Year 7 Aquatics Camp • Year 9 Ski Trip • Year 10 Careers Camp • Year 12 Retreat

Hats

When students are outdoors in direct sunlight during Terms 1 and 4 they are required to wear a bucket hat or equivalent hat with shade in line with the Department for Education Sun Smart Policy. This includes recess, lunch and outdoor lessons.

Homework

Homework can help students develop good life-long study skills and show parents what is happening at school. A positive homework regime can teach students to utilise time effectively, reinforce class work and assist students in revision and learning. Homework is work to be done at home and may be reading, assignments, practising, researching or completing tasks.

At Year 7 and 8 it is expected that students may spend up to 30-60 minutes a night, four nights per week on homework increasing as they progress through the school. Details of homework should be recorded in the diary.

Identification Cards (ID)

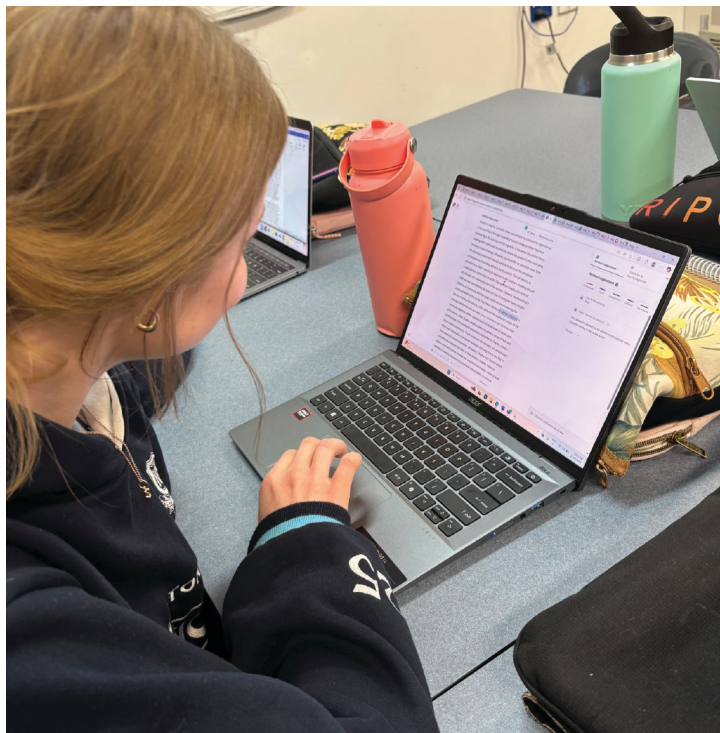
ID cards are distributed to all students by March. Photographs of students are taken in the first few weeks of the school year. Replacement cards will cost \$10.00 and must be paid before a new card can be issued.

The cards are used on public transport and as general proof of identification for students accessing entertainment and recreational facilities at a student concession.

Lockers

Each student will be allocated a numbered locker to house school books and bags. School bags are not to be brought to class for safety reasons as they are a trip hazard. Students will be offered a key/combination lock depending on the location of their lockers. Students can go to their lockers before and after school and at recess and at lunch. Replacement keys and locks will cost \$10.

Students and their families are reminded that valuables such as mobile phones and wallets are brought to school at your own risk.



Medical

Ambulance

In cases of serious accident or illness at school, an ambulance will be called. If the school has called and the student is transported, the parent may claim the cost of the ambulance through the Department for Education if they have no private ambulance insurance.

First Aid

Our school provides basic first aid assistance to students including at recess and lunchtimes. Injured children must first approach the duty teacher, who will conduct an assessment before going to the Front Office.

Infectious Diseases

Parents are required to contact the Home Group teacher and/or office in cases where children contract communicable diseases. Students who are ill with an infectious disease must not attend school until they have fully recovered. The Department for Education provides the school with a list of infectious diseases and the minimum exclusion periods and treatments. This information will be shared with appropriate families.

Health Care Plans

These are critical aspects for the wellbeing of our students. Students with specific and significant medical problems must have a Health Care Plan such that the school knows of the student's medical condition and required action can be agreed on.

Parents are asked to notify the school immediately of such medical issues/problems and then provide, via their GP or specialist, detailed information that will support the school in working with their child.

Illness

In the event of minor accidents or illnesses, students will be cared for in the First Aid room.

Students who are hurt or significantly unwell and cannot return to class, must be taken home by a parent or their emergency contact. The school will act in the student's best interest if no contact is available.

Medications

Staff members do not accept responsibility for administering medication to students. This responsibility remains that of the parents or caregivers. However, older students can administer their own medication, including "puffers", under the supervision of staff providing a "Carrying and or self administration of medication" request has been approved.

Our First Aid staff will assist students with appropriate and supervised medications. All forms of medication including pain relief sent to the school must be in its original packaging and be accompanied by a GP Medication Agreement indicating the dosage and frequency. Such medication will be stored in the First Aid room with only a daily dose sent to school.

Mobile Phone Policy

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Students should store their personal devices in their locked lockers.

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

MNSEC

GHS forms an active role in the Mid North Schools Educational Cooperative (MNSEC). MNSEC work together as a collective body, sharing information across the Mid North area and supporting each other where possible. MNSEC collaborate to include sporting opportunities, a MNSEC Formal, and extracurricular events like Elevate, which offer study habit sessions. In addition, VET pathways have collective consideration for our region to raise feasibility.

MNSEC also work together to support senior school curriculum, with local delivery as a curriculum option that is negotiated between schools using the common information sharing platform, Microsoft Teams.

Subject options are offered between schools annually, striving to cater for individual needs. Travel may be required to the delivering school for double lessons.

Newsletter

GHS has a commitment to ensuring our families and community receive timely and relevant information concerning educational issues, coming events, meeting dates, as well as class contributions and school achievements.

Our newsletters are published in weeks 4 and 8 of each term as an eNewsletter through Schoolzine. This innovative approach allows Gladstone High School to produce media rich content that engages with parents, students and wider communities through interactive surveys, dynamic calendars and online parent/teacher interview booking system, links to school web forms and much more.

Paper copies will still be distributed if requested and to nominated community outlets with limited issues available at school.

You can subscribe to receive the eNewsletter here <http://gladstonehs.schoolzineplus.com/subscribe>

Payment

Payment of School Fees

Please speak with the Finance Officer (via Front Office) to arrange a mutually convenient time to make payments, which can be made via EFTPOS, QKR, EFT, Direct Debit or cash. A payment plan can also be arranged by contacting the Finance Officer.

Payment for Other Events

Payments for educational excursions, events or performances are invoiced separately with relevant details. Payments must be made prior to the event and should be made between 8.30 am and 9 am each morning to the Finance Officer.

Payments must be accompanied by a signed consent form and invoice.

Reporting

	Years 7-9	Years 10-11	Year 12
Term 1	Continuous Assessment		
Term 2	Teacher / Parent / Student Interviews		
	Written report with grades at the end of Semester, distributed at the end of Term 2.		
Term 3	Continuous Assessment		
	Assessment	Course Counselling Panels	SATAC Teacher / Parent / Student Interviews
Term 4	Continuous Assessment		
	Written report with grades at the end of Semester, distributed at the end of Term 4.		Statement of Results - SACE Board

At Gladstone High School our reporting is in line with Australian Curriculum and SACE requirements

Each student must be given a grade (A, B, C, D or E)

A – Your child is demonstrating excellent achievement of what is expected at this year level.

B – Your child is demonstrating good achievement of what is expected at this year level.

C – Your child is demonstrating satisfactory achievement of what is expected at this year level.

D – Your child is demonstrating partial achievement of what is expected at this year level.

E – Your child is demonstrating minimal achievement of what is expected at this year level.

- In Years 7-10, students with a Negotiated Education Plan (NEP), who have accommodations to allow them to work toward the appropriate Australian Curriculum standards, are graded with an A, B, C, D or E.
- In Stage 1 subjects, students with an NEP have a Modified Assessment Plan and they receive A, B, C, D or E grades.
- In Stage 2 subjects, students with an NEP receive A, B, C, D or E grades in line with the curriculum requirements.

School Fees

Materials & Services Charge

School fees are known as 'Materials & Services Charges' and have a legally enforceable component. Fees are set by Governing Council and help provide many of the extras that make Gladstone High School a quality learning environment. Invoices are sent home prior to the beginning of the school year, with early payment encouraged.

To support our community Gladstone High School continues to keep our basic school fees at parity with the School Card.

Materials and Services Charges are used, together with Department for Education grants, to provide students with items such as; text books, art supplies, science materials and supplies, library resources, ICT and photocopied material.

Some school services and activities (for example excursions and camps) have additional charges attached to them. The school must receive payment before students can participate. School fees must be paid in full by the end of Term 1, unless prior arrangements have been made.

Abstudy

Parents of Aboriginal and Torres Strait Islander students are able to apply for Abstudy plus School Card every year. Abstudy is applied for through Centrelink only.

School Card

All parents/caregivers/independent students wishing to be considered for School Card Assistance must apply each year to receive this allowance. The school is open the week before students begin the new school year to process annual applications, these dates will be forwarded to all families.

The School Card section of Department for Education will notify parents of their eligibility or ineligibility. If eligible, funds will be transferred to the school.

Security

The school grounds are open at 8:30 am every morning to enable students and family access. The grounds are supervised from that time. Parents are reminded not to leave students unattended before 8:30 am. Entry to the school after 8:45 am is only through the school Front Office for late students and visitors. Parents are most welcome to enter the Front Office whilst waiting to collect their student(s).

Sports

GHS commits to a range of sporting activities, valuing participation, along with the attributes of dedication, persistence and being competitive.

Whole school events include a GHS Sports Day and Swimming Carnival. Both of these events are used as qualifiers for competing at MNSEC competitions, where students are selected to represent the Mid North at SAASA Swimming and Athletics carnivals.

There are a host of interschool sports events that are reviewed each year, offered to relevant year levels.

This includes:

- Tag Rugby
- Five-a-side netball
- AFL 9s
- Lawn Bowls
- Five-a-side soccer
- Basketball
- Volleyball

GHS also participates in assorted statewide sporting competitions, including netball, football, lawn bowls and hockey. Sporting enrolments are reviewed annually based on student interest.

Uniform

Wearing of the Gladstone High School uniform is compulsory for all students.

School Uniform is important because;

- We know immediately if there are strangers on school grounds
- It encourages student pride in themselves and the school

The Governing Council has endorsed our Uniform Policy.

By attending this school, students are agreeing to wear school uniform, and parents are agreeing to ensure that their child/children have access to the school uniform.

Our Uniform Shop is located in the Front Office. A uniform price list can be obtained via the website or Front Office. All major credit cards, EFTPOS and cash are accepted.



Wellbeing Services

The wellbeing of our students at Gladstone High School is of utmost importance to us, because it is at the core of successful learning. Students are supported in their Wellbeing through

- Daily connection, support and attendance monitoring with their Home Group teacher.
- Pastoral Care Program with a wellbeing focus.
- The services of a Student Wellbeing Leader and relevant Year Level Coordinators.
- Career and Life Planning development sessions available through the Student Wellbeing Leader.
- Students with learning difficulties are supported through differentiated learning in the classroom.
- Student Support Officers (SSO) provide support for students with One Plans.
- We provide access on site to regular Child and Adolescent Mental Health Services (CAMHS) support.
- Student Voice is heard through the elected Student Leaders across all year levels.
- The Student Wellbeing Action Team (SWAT) is open to all students who have an interest in wellbeing.
- The student First Aid room provides access to a trained staff member.

For more information...

More information can be found on our website www.gladstonehs.sa.edu.au or please contact our school office on **08 8662 2171**.



Gladstone High School

Where Learning Grows

Key Contacts

Principal

Tyler Hogan

Tyler.Hogan451@schools.sa.edu.au

Business Manager

Tracy Smith

Tracey.Smith156@schools.sa.edu.au

Finance Information

Sue Foulis

Sue.Foulis887@schools.sa.edu.au

General Information

Horrocks Highway, Gladstone SA 5473

dl.0775.info@schools.sa.edu.au

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Our school values

- ✓ Responsibility
- ✓ Respect
- ✓ Honesty
- ✓ Doing your Best