C.R. GUMMOW PUBLIC SCHOOL



FAMILY HANDBOOK

Name: _____

C.R. GUMMOW PUBLIC SCHOOL STUDENT HANDBOOK

Dear Students:

Welcome to C.R. Gummow Public School. As students at our school you have become part of an educational community which includes students, parents, school staff and community members. Together we will help you to achieve the goals set out in our school mission statement and achieve your own best potential.

You will be successful if you always try your best, ask for help when you need it and treat others and the school environment in a respectful manner.

Alison Osborne Principal

School Phone Number: (905)372-9752

Absence reporting line: 1-844-434-8119

Website: http://crgummow.kprdsb.ca

School Cash Online: https://kprdsb.schoolcashonline.com/

C.R. GUMMOW PUBLIC SCHOOL MISSION STATEMENT

C.R. Gummow Public School will provide a safe, caring, friendly learning environment. Learning opportunities will be presented in both English and French, to enable students to develop academic, social and leisure skills. These opportunities will recognize individual differences and needs and will be offered by a dedicated staff, in co-operation with the community, to prepare students to change, to reach and grow!

MISSION DE L'ECOLE

L'École C.R. Gummow School assurera un environnement pédagogique sécuritaire et amical. Les opportunités d'apprentissage seront offertes en français et en anglai afin de permettre aux étudiants de développer leurs habiletés académiques, sociales et artistiques. Ces opportunités répondront aux différences individuelles ainsi qu'aux besoins de chacun et seront assurées par un personnel dévoué en collaboration avec la communauté afin de rendre les élèves aptes à changer, se renouveler et grandir!

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WHO WE ARE

C.R. Gummow is a school of approximately 750 students and 60 staff, all under one roof. It is a busy place, and we continue to focus this year on being a healthy and positive community.

With the help of School Council, School Board and the community, we will continue to develop our playground and facilities.

We have the services of a teacher librarian, special education resource teachers, music teachers, core French teacher, several Educational Assistants, a Child and Youth Worker and many Early Childhood Educators. As well, there are board resource teachers and other specialists who are available to the children of our school. Our custodians are very busy keeping our school organized, clean and looking brand new.

We have three secretaries who are always available to help, get messages to students and keep us all organized - Mrs. Linkie, Mrs. Scott and Mrs. White. We appreciate them every day.

C.R. GUMMOW PUBLIC SCHOOL GUIDELINES

C.R. Gummow and its community take pride in providing quality education for our children in an atmosphere which is friendly, inviting and challenging. The achievement of this objective depends on an appropriate level of commitment from our students, their parents/guardians and our school staff. Our responsibilities

are as follows:

The school staff provides a standard of discipline which is fair and consistent for all children. This involves adherence to policy and guidelines which are established by the Kawartha Pine Ridge Board of Education, the Ontario Ministry of Education and the C.R. Gummow School community.

Students are expected to adhere to the rules and guidelines which are established by C.R. Gummow school. These guidelines ensure a quality learning environment for all. Parents are expected to support our students and staff in successfully fulfilling our responsibilities. This requires an atmosphere of mutual trust, respect, co-operation and ongoing communication. With good communication most problems remain small. If we all work together, our goals can be achieved.

C.R. GUMMOW STUDENT GUIDELINES

- 1. Respect all people in the school community.
- 2. Talk to others if you have a problem.
- 3. Be kind and friendly to others.
- 4. Be positive.
- 5. Be a good sport.
- 6. Do your best.
- 7. Keep hands and feet to yourselves.
- 8. Have a sense of humour.
- 9. Take responsibility for your behaviour and actions.
- 10. Share.
- 11. Always tell the truth.
- 12. Use common sense.

The complete code of behaviour is included at the back of this handbook.

C.R. Gummow promotes and teaches the Character attributes of the Kawartha Pine Ridge DSB Character Education program. The character attributes that we teach and reward are: respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism. These traits are taught through teachable moments. They are also an integral part of our Code of Conduct. C.R. Gummow also works extensively with Restorative Practice. This is a practice of bringing all parties together at times of miscommunication, problems, or conflict, to allow everyone to have a voice and to make things right.

SCHOOL HOURS

C.R. Gummow PS has early school hours and runs on a balanced day. Morning supervision begins at 8:05 am. <u>Do not drop your child(ren) off before 8:05 a.m.</u> They will not be allowed in the school and will not be supervised on the yard. School begins at 8:20 a.m. and ends at 2:40 p.m. The first nutrition break is from 10:00-10:40 and the second from 12:20 - 1:00 p.m. For hot lunch the second break is the designated lunch time. Students may be asked to remain after school to complete work or take part in extracurricular activities.

PARKING & DROP OFF

Mornings are exceptionally busy at CR Gummow which is why we have developed a system to keep all of our students and community members safe. We have 3 drop off options available:

- 1) Pull up to the front entrance but do not get out of the car and keep the vehicle running. We will open the passenger door and let your child(ren) out of the car. This is our Kiss & Ride program and the child(ren) *must exit from the right side* of the car directly onto the sidewalk.
- 2) If you have a car seat or do not want to participate in our Kiss & Ride program, drive past the school and turn right. You may park in front of the south doors and drop your child(ren) off quickly. Child(ren) *must exit from the right side* of the car

directly onto the sidewalk.

3) If you would like to walk your child to the entrance of the yard, *but not on*, you may park your car in the south lot.

OPENING EXERCISES

Opening exercises are conducted on the P.A. system each morning. 8 This includes O' Canada, a moment of silence and school announcements. Your child needs to be in the building for the first bell at 8:20 am so they do not miss valuable instruction time. *Instruction starts promptly at bell.*

ABSENCES AND LATES

When a student is absent for partial or a full day parents must call the absence in to the reporting system, do not call the school. When a student is not excused by a parent the system will continue to call and send email updates until it reaches a parent. Our office staff will continue to make phone calls home after our teachers have taken attendance. *Please submit the absence using the Student Absence Reporting system 1-844-434-8119.*

Please <u>do not</u> report absences by calling or leaving a message on the school phone.

Students who are late need to sign in at the office.

Habitual absences or lateness is brought to the attention of the principal and/or vice-principal. Absenteeism has a negative effect on academic progress as students miss essential components of the program and are therefore at a disadvantage to complete the required tasks.

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LIFE THREATENING ALLERGIES

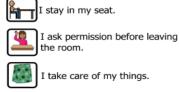
There are a number of students at our school who suffer from life threatening allergies to peanuts, nuts and nut product. As all our students access all of our school, we ask that *no peanut or nut products* are brought into our school. Please check food product labels to ensure the food is nut free. We also ask all school community members to not wear or spray scents or perfumes to prevent allergic reactions. We also have several students who are allergic to pet dander. This is a reminder that dogs are not permitted on our yard at any time, even if you are carrying the animal.

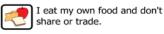
BREAKFAST & SNACK PROGRAM

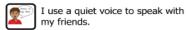
A breakfast program will run daily using the south kindergarten entrance from 8:05 - 8:20 a.m. for students who wish to participate.

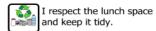
NUTRITION BREAKS

Lunch is eaten in classrooms. Students are supervised by teachers and sometimes assisted by peer helpers. For safety reasons students remain at their desks during lunch and must have permission to leave the room. Students regularly eat lunch at school and are expected to remain on school grounds during the entire lunch period. <u>Students are only allowed to leave at lunch time if</u> <u>accompanied by parent or guardian</u>. When I Eat









HOT LUNCH & MILK PROGRAM

Milk and hot lunch programs are available to be ordered, which conforms to guidelines around nutrition as laid out in board policy. Order forms are sent home. Pizza is available on Fridays with other selections such as subs, chicken or pasta available on Wednesdays. Hot dogs will be available throughout the year on Thursday's.

Please use School Cash Online to pay and order.

RECESS RULES

Recess is a time of unstructured activity and for some, this results in inappropriate behavior. Below are a few of our overarching guidelines to keep all of our students safe:

- Students are kind
- Students are problem solvers
- Students play in their assigned areas
- Students are in eye sight of an adult
- Equipment is used properly
- Students listen to each other and to the adults

Caring adults can be easily identified on the yard as they all wear orange vests.

BEING SUCCESSFUL

If you can say "YES" to all of these items, your stay at C.R. Gummow will be very successful.

- 1. Does my work reflect my best effort?
- 2. Do I try my best to strengthen my weaker areas?
- 3. Do I respect my teachers both in and out of school?
- 4. Am I sure that my actions in no way interfere with the learning of other students?
- 5. Do I do my share of the classroom expectations?

SCHOOL SUPPLIES

Most supplies are provided by the school. As well, there are supplies which students should supply themselves. For the junior and intermediate students a list went home in June. Primary students will occasionally be asked to bring in specific supplies by their teachers. The many textbooks and library books that you will be given are loaned to you free of charge as long as you will take good care of them. If you lose or damage a book, *you will be asked to pay for it*. If such a book is damaged by an unavoidable accident, notify your teacher immediately. Lost books are easily returned if your name is written in the appropriate place inside the front cover.

For intermediate students notebooks and duotangs will be used in place of binders. Students are expected to have a notebook or duotang for each subject.

PROGRESS & REPORT CARDS

Report cards will be issued twice per year (February and June), with a progress report in November for grades 1 - 8. These reports reflect the Ontario Curriculum. It is important that page 3 of the report card is completed and returned to the school. All parents will be invited to meet with teachers in November/December to review students' progress. Phone calls and letters will also be used to keep parents informed. Junior and Senior Kindergarten students will receive two report cards per year in February and June. An interview or visit will be provided for Junior Kindergarten students in December.

INDOOR SHOES

A pair of shoes must be kept at school to be worn inside. A pair of running shoes could double as gym shoes. This helps to keep the school clean and keeps feet safe during fire drills.

DRESS CODE

As part of our code of conduct we ask the students wear clothing that is appropriate for a Junior Kindergarten to Grade 8 elementary school. Students will wear appropriate clothing to school. Specifically, no hats are to be worn in buildings, undergarments must be covered and offensive letter shirts, torn or ripped clothing, and other clothing deemed inappropriate by the administration are considered unsuitable for school. Inappropriate exposure of body parts is unacceptable. School should be thought of for students as a workplace is for adults.

LOCKERS

Lockers are provided for the convenience of grade 7 and 8 students. Lockers should be kept clean, organized and used to store personal items during the day. Access to lockers is permitted before class in the morning, before and after lunch/recess breaks and after school. Students are asked to purchase durable combination locks with unchangeable combination numbers, such as Dudley.

SCHOOL SAFETY

Our school participates in the Safe Welcome program with funding from the Ministry of Education. This security system means that the doors of the school are kept locked. There is a camera and intercom connected to the school office. This means that parents and visitors will be "buzzed in" by school staff, who release the door lock from the inside. The outside doors are locked until our 2:40 pm dismissal.

School administrators will respect the privacy of each person and have the authority to search school property such as lockers, desks etc. without notice or permission of any person as directed by the Education Act. Personal property such as knapsacks, purses, etc. may become subject to search according to Board Policy.

The Kawartha Pine Ridge District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. When students behave inappropriately, principals may use progressive discipline and restorative practice to help students take responsibility for their actions, change their behaviour, learn from their mistakes and make things right. The Community Threat Assessment Protocol outlines how a school responds immediately to serious threatening behaviour. In situations where there is a concern for safety due to serious threatening behaviour, the principal may choose to utilize the Community Threat Assessment Protocol to gather information and seek appropriate supports.

PERSONAL ELECTRONIC DEVISES

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and a method of exchanging information often, without consent. The ringing and vibrating of a cell phone during class or text-messaging takes away from the valuable time needed for instruction and most importantly, student learning.

In order to maintain a safe learning community we expect that:

- cell phones remain on silent in student lockers
- if teachers give permission to use their PED, they must be face up on their desk
- use of cell phones on trips involving buses are at teachers discretion

We are relying on your support to help us make the most from the time spent in classrooms. You can help by:

- Never text your child. We have a phone in the office that your child may use and secretaries who will take messages and deliver them.
- Know that your child does not need a PED and feel confident in saying NO, even when they tell you a convincing story otherwise.
- Know that there is never a time when your child needs a cell phone at school.

Policy & Regulations:

- The board and its schools are not responsible for lost, stolen or damaged PEDs.
- Consequences for the inappropriate or prohibited use of PEDs will follow progressive discipline guidelines and, depending on the nature of the infraction, may result in a range of responses, in accordance with School Codes of Conduct, Ontario Safe and Caring Schools legislation and Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and as outlined in the administrative regulations supporting this Board policy.

NETWORK POLICY

Agreement for the Safe and Acceptable Use of C.R. Gummow P.S. network and internet.

Computer oriented learning activities within the schools of the Kawartha Pine Ridge Board of Education use hardware, software application programs, e-mail and the internet in a network environment. As a result students have a unique and exciting opportunity to explore computer technology within the classroom and lab environment.

All students are expected to use the computer resources of C.R. Gummow P.S. in a responsible manner that respects the rights of all users in

compliance with board policies.

Acceptable Network Use:

The computer network is available for curriculum related work. Therefore students will:

- observe and obey copyright laws
- not use the network for illegal activity
- appropriately cite any material downloaded from the internet and used in a project or assignment, thereby avoiding plagiarism
- use the network for schoolwork only

The computer network and the connected computers are essential for the successful operation of many courses. Consequently students will not:

- degrade or disrupt equipment or network performance
- download or install programs onto any computer's hard drive without teacher permission.

Individual students are responsible for all activity within their computer account. They will:

- use only their account
- not use anyone else's account
- not allow another to use their account
- not view or vandalize the files of others
- clean out their files of redundant files

Printer ink and paper are expensive consumables which must be used wisely. As a result students will:

- check with teachers before printing
- not waste printer paper

Due to licensing, technical and security issues, student access to many programs is on an as needed basis. Therefore students will:

only use those programs for which access has been permitted

not "hack" access to any programs for which they do not have rights

Acceptable Electronic Mail Use:

Students with the proper rights can send e-mail throughout the school, board and the world. They must abide by the following parameters. Students will:

- not send large group mailings except those approved by a staff member (whose name must appear in the message)
- not transmit any material in violation of any statutes or regulations
- use appropriate language as outlined in the school's code of conduct
- clearly identify themselves as the sender of messages posted
- not provide personal information to any contact made outside the school
- if they receive an e-mail that makes them feel uncomfortable, leave it on the screen and seek teacher help immediately

Consequences for Poor Netiquette:

Students who abuse their network/internet privileges will be disciplined according to the school's Code of Conduct. In case of serious or frequent violations, parents or guardians will be contacted. Consequences as a result of an offense may range from loss of privileges to suspension or police involvement.

Service Availability:

Whereas every effort will be made to provide network access as required, C.R.Gummow School and the K.P.R. Board of Education assume no liability for the loss of service due to technical or other disruptions.

THE KAWARTHA PINE RIDGE INTERNET WAIVER

The Kawartha Pine Ridge Board of Education provides access to the internet for the students and staff to support resource-based learning programs and professional development.

The Kawartha Pine Ridge Board of Education shall not be responsible or liable for any loss or damage of any kind or nature, directly or indirectly from the use of the internet service.

All students and staff accessing internet sites are expected to be in full compliance with Board policies to ensure a safe and secure learning environment.

BULLYING

What is it?

It is a conscious, willful, deliberate, hostile behaviour that is **repeated over time**, intended to harm others.

What to look for?

Warning signs: shows an abrupt lack of interest in school, or refuses to go to school; takes an unusual route to and from school, withdraws from activities, is hungry after school, steals money from home, doesn't use school washrooms, has inexplicable stomach or headaches, unable to sleep, prefers to be with adults, has torn or missing clothing, has physical injuries not consistent with explanation.

What to do if it happens to your child?

Please report it to your child's teacher.

How to deal with bullying?

We teach all our students not to be bystanders. Students need to walk away from bullying (preferably taking the victim with them), not encourage it by their presence **and report it**.

The term zero tolerance has been used a lot in the media, and often

parents think it means an automatic consequence. Zero tolerance simply means that we don't tolerate it; all known or suspected situations will be investigated and dealt with as we deem appropriate for the situation and students involved.

We need your help in teaching your child friendship skills, nurturing empathy, monitoring TV, video and computer activities and reporting any known incidents to us. We most often suggest that parents contact police when bullying occurs through social media.

HOME TIME ARRANGEMENTS

If there is a change to a student's arrangements to go home from their regular routine there must be a written note or phone call from the parent or guardian. Otherwise the school will follow the regular arrangements. It is appreciated if parents could make those arrangements prior to school, with a note so that the classroom is not disturbed with interruptions to program to deliver a message. Please note that due to STSCO safety regulations, students cannot ride on a different bus. If a student wishes to travel to another student's house those arrangements must be made by the guardians.

If a student needs to get off at a bus stop different from their own due to an emergency situation, they must have an Emergency Bus Pass issued by the office and signed by the Vice Principal or Principal. No other bus passes will be issued.

DISMISSAL PROCEDURES

Parents and guardians of students are to meet their child(ren) at the designated spot outside on the pavement at the south end of the school. Please let the supervising teacher know that they are taking their child. Adults are <u>not permitted</u> in the hallways. If you need to see your child during the school day, please report to the office. *This policy is crucial for safety reasons to ensure that students*

<u>can move safely in the halls without congestion and to ensure</u> that all adults in the school are safe.

GENERAL SAFETY

Coming to school and going home demands safety. Children should use the available crossing guards and crosswalks that are available. Remember, the crossing guard is there to protect you and needs to be obeyed.

If you bring your bicycle to school, it needs to be locked. When you leave it on the rack, you do so at your own risk. A good cyclist, like a good motorist takes no risks. To avoid accidents, walk your bicycle on school grounds and follow traffic laws when you are on the road. Remember, by law you must wear a bicycle helmet.

Skate boards, inline skates, scooters, etc., are not allowed to be used on school property.

When you are at home, your parents are responsible for your safety. When you are at school, your parents expect you will be as safe as possible. We must try to keep our school a safe place in which to work and play. Remember, once you have reached the school grounds during supervision times we assume responsibility for your safety.

BUS SAFETY

Students are to follow certain rules while riding the bus.

- sit in your assigned seat
- keep your hands to yourself
- no profane or inappropriate language
- no throwing of material
- no food or drink on the bus
- keep aisles clear

- dangerous articles require the permission of the bus driver, in advance, to be taken on the bus
- remain seated while the bus is in motion
- load and unload the bus quietly, calmly and in single file
- always cross in front of the bus in full view of the bus driver
- look both ways before crossing the road. Be sure traffic is stopped.

If your child should miss the bus they are to report to the office. The secretary will contact you immediately and make arrangements for pickup.

Please remember that Kindergarten children to grade 3 must be met at the bus stop or they will be returned to the school. Please remember that the school bus is an extension of our school and therefore, the same rules and expectations apply. Students will be written up by the driver should they display any behavior that is inappropriate or compromises the safety and enjoyment of others. Students will be removed from bus privileges should their behavior warrant it.

FIRE DRILLS

Fire drill routes are posted in each classroom. Many students can expect to participate in 4 fire drills over the course of the year. Some of these drills are conducted by the fire department and can occur at any time. These fire drills simulate conditions we could expect during a real fire or emergency. Therefore, indoor shoes are very important as these drills can occur in any weather condition and there is not time to put shoes on during the drill.

LOCK DOWN DRILLS

Lockdowns are conducted as a method of controlling student movement within a school, when an emergency situation arises. There will be at least two lockdown drills per year. Lockdowns are done to protect children. They are basically a reverse fire drill. Instead of having all the students leave the classroom, a lockdown will keep the students in the classroom, a safe environment. Lockdowns are not only done for the worst-case scenario, but more often they are used in situations where the school staff need to prevent kids from going outside or from being in the hallway.

The police ask that when a lockdown happens in a school it is important that parents **do not** attend the school. If the police or school personnel are dealing with parents it means they are not available for the students. That could put the students at risk. The police are working with the school boards to set up a way for parents to obtain information, in the event of a school lockdown. If a lockdown was to occur today information would go through the media, if needed.

ASSEMBLIES

Assemblies are held throughout the year for a variety of purposes. Students are reminded to be courteous and attentive to those performing or addressing you at an assembly.

NEWSLETTERS AND WEBSITE

Teachers use their professional judgement and communicate using the vehicle that best suits the needs of the students. All teachers and parents are encouraged to access the classroom Edsby account. A school newsletter will be published at various times in the year which focuses on school wide items.

You can also access information on the school's website. The address is http://crgummow.kprdsb.ca/

VISITORS AND VOLUNTEERS

Visitors and volunteers must always start their visit in the office

where they can sign in and pick up a visitor badge. This is just one more way of providing a safe school environment for our children. Please remember that all volunteers require an annual police check, including the Vulnerable Sector Screening. Police checks can be obtained through the Cobourg Police Station for Cobourg residents with a charge. A letter from the school stating the purpose for the police check is available and will result in a reduced charge.

Areas for volunteering include: helping in classrooms, reading in the hall, helping with the Breakfast program, working at fun fair, assisting with pizza delivery, doing pediculosis checks, library, running the book fair, planting and weeding our flower gardens, helping with graduation, organizing fundraising activities, serving on School Council, etc.

SCHOOL COUNCIL

The School Council is a group composed of parents, students, school staff and community members. Positions are elected each year including Chairperson, Vice-chairperson, Secretary and Treasurer, as well as a certain number of voting members. Elections take place at the first meeting of the year in late September. School council meetings are open to everyone. As well, there are a number of committees of council which all members of the school community are invited to serve on.

PEER HELPERS AND LEADERSHIP TEAMS

The peer assistants and peer helpers play an important role at C.R. Gummow P.S. They act as lunch helpers, kindergarten helpers, playground helpers, milk monitors, announcers, and positive role models. They assist in orientation of our new students.

Students from grade 6-8 will perform helpful duties in the primary and junior classes and throughout the school. We are grateful for the dedication of these young people and appreciate their assistance.

LOST AND FOUND

Found items are to be sent to the office. There is a lost and found box in the main hall for clothing and footwear.

Regularly, the lost and found items will be spread out for inspection by students. After that they will be bagged and sent to a local charity.

MEDICATION

If your child needs to take medication at school you must have a form completed by your physician, and signed by yourself. These forms are available at the office. All such medication must be kept at the office from where it is administered.

ANIMALS AT SCHOOL

Do not bring dogs onto school property. Some children are allergic to dogs, while others have a fear of dogs. Dogs are wonderful, but all dogs can be unpredictable, especially around hundreds of unpredictable children.

SCHOOL CASH ONLINE

For safety and efficiency reasons, CR Gummow uses School Cash Online as the preferred method of payment for all trips, clubs/athletics, hot lunch and spirit wear. This program saves you time and most importnatly, you do not have to worry about money making it to the teacher in time. The system is convientant, safe and secure. If you have not registered, please go to the School Cash Online home page https://kprdsb.schoolcashonline.com/ and select the "Get Started Today" option.

WHAT TO DO IF YOU HAVE CONCERNS

If you have questions or concerns about your child(rens), please follow the procedure below:

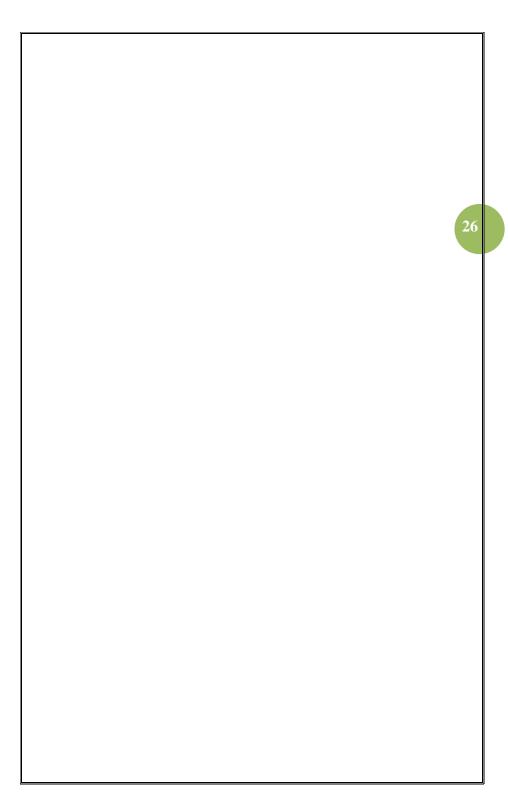
- 1. Contact the teacher and discuss your concerns.
- 2. Follow up with the teacher at a later date. If things are better, he/she will want to know. If not ask to discuss further.

Our teachers are passionate and care about the welfare of all of their students. When issues arise they are the ones who know your child and they can best support. Only once these steps have been taken should you contact the office.

By reading this handbook, you have a glimpse of what life is like at C. R. Gummow Public School. Your teachers and friends are here to help you be the best you can be. Try to do your very best. Ask for assistance from any of the school staff when the going gets tough.

By working together we all build a great school.

Changing - Reaching - Growing





C.R. GUMMOW VISION

- At C.R. Gummow we take care of each other.
- Students, families and staff all matter.
- We believe in developing relationships.
- We build connections to foster growth.
- We value learning and celebrate progress.