

LOCH SPORT PRIMARY SCHOOL

Parent Handbook 2014



No. 015245

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LOCH SPORT PRIMARY SCHOOL PARENT HANDBOOK

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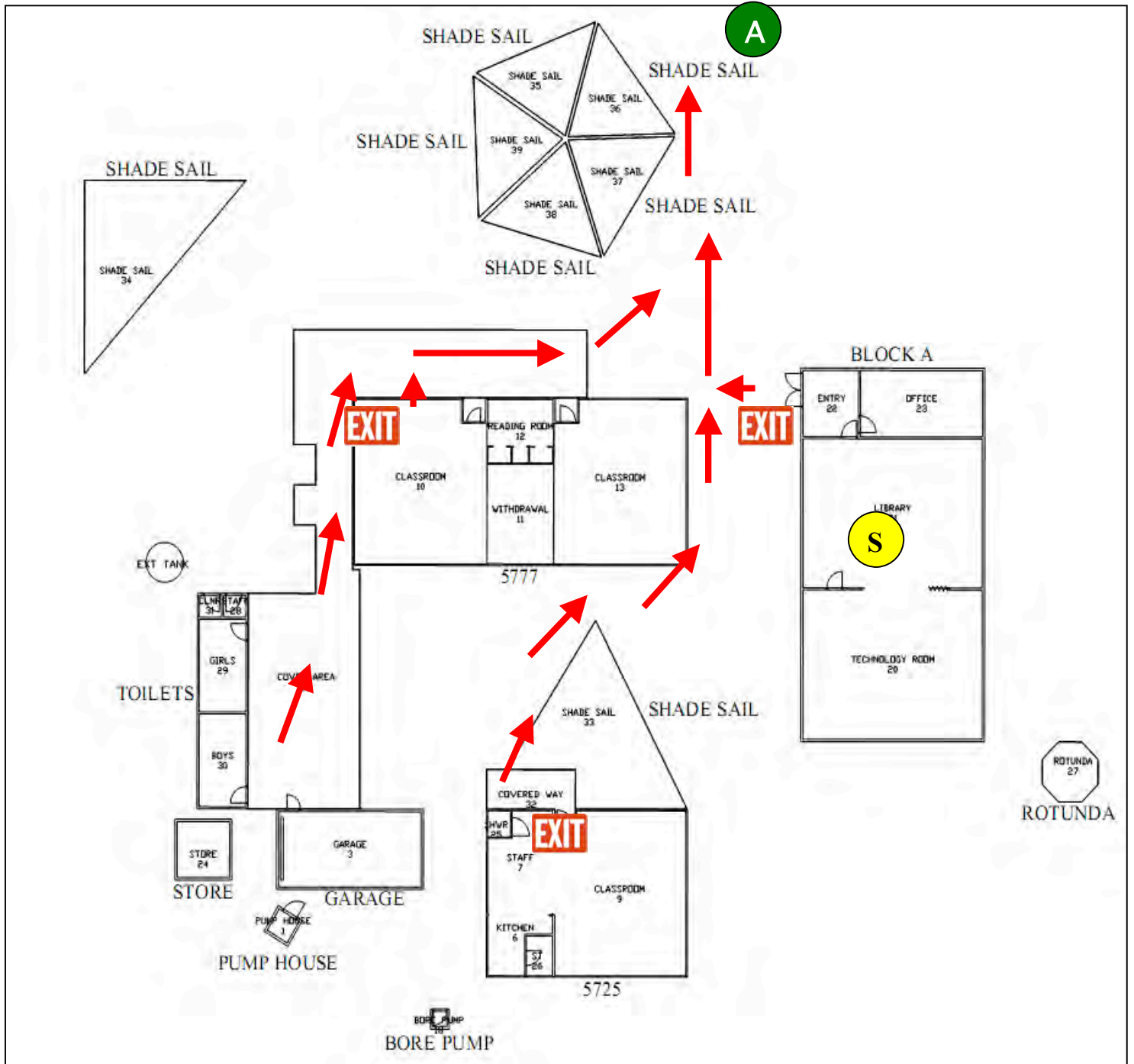
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School Organisation 2014

Principal:	Tracey Gall
School Council President:	Kristen Youl
School address and telephone number:	7 Charlies Street Loch Sport VIC 3851 Phone: 51 460 457 Fax: 51 460 674
Web Site	
Email Address	loch.sport.ps@edumail.vic.gov.au
Urgent contacts after school hours:	Tracey Gall - 0488 111 709

School Map/ Emergency Assembly



Legend:



Evacuation Route



Assembly Point



Fire Hydrant



Hazardous Chemicals



Exit Point



Sheltering In-Place Area

Staff List 2014

Martin Burnell	Chaplain (Tuesday and Thursday)
Jouliette Chamah	Integration aide- part time
Leanne Fountain (LASA)	School Cleaner
Tracey Gall	Principal, Grade 3-6 classroom teacher
Katrina Germaine	Integration aide- part time
Mary Jones	Business Manager (Thursday and Friday)
Karen McCabe	School maintenance and gardening
Matthew Monck	Part time Grade 3-6 classroom teacher
Margie Harvey	Grade P-2 classroom teacher
Tony Germaine	Computer Technician half day each Thursday
Religious Education	Pam Clay and Cynthia Mijares
School Councillors	Vanessa Stephens, Kristen Youl, Mary Jones, Meaghan Coulter & Tracey Gall

ABSENCES

Parents are required to advise the class teacher why their child is absent from school for any reason. This may be in the form of a note, phone message or face to face message.

Children may be excluded for illness reasons by either parents or teachers, e.g. an epidemic of German Measles require those children who have not been immunised to stay away until the danger has passed. Students with 'live headlice' will be sent home for treatment.

If a student is absent without appropriate explanation; the class teacher will attempt to make contact with the family to determine a reason for the absence.

Students are encouraged to be at school every day unless they are sick. Students representing the school for sport days, camps, etc. will be marked as being at school. Students with a history of absence may be asked to produce a medical certificate from a doctor to explain absence.

Student absence note (copy on following page) can be obtained from the office, or write a note saying when student was absent and reason for absence.

ASSEMBLY

Whole school assemblies are held on the deck every Monday morning. Students must sit on the steps facing the front, not sides. Staff must assist students to be seated in the correct area of the deck. Other assemblies may be called as needed.

1. National song "Advance Australia Fair" (class teacher's responsibility to teach song so children can participate and sing the first 2 verses of the song). Monday only.
**Jehovah's Witness, and other denomination children attend assembly but do not participate in singing the National Anthem. Students not participating will remain quiet throughout the song.
2. Social Service, awards, sports and general announcements etc. are part of Monday assembly.
3. Monday assemblies will commence at 9 am, after an 8:55 am bell
4. A brief run down of the week ahead is shared. Any important future activities coming up may also be included or raised during assembly.

Staff will present awards at assembly for 'Student of the Week' and 'Value of the Week'. Students will be presented with awards when they demonstrate positive behaviours toward their learning and behaviour.

BEHAVIOUR AND REWARDS

The school uses Assertive Discipline with a focus on positive behaviour.

Each class will establish clear expectations and routines at the beginning of each year and revise them as needed.

Our values are Respect, Responsibility, Resilience and Safety.

Student behaviour may be corrected using warnings and time out, while behaviours may be rewarded with praise, stickers, and Gumleaves.

Gumleaves may be exchanged for prizes from the Gumleaf Cabinet, vouchers and icy poles. Our school Gumleaf Cabinets will be open Monday after lunch and alternate between the junior and senior classes, so that each class spends Gumleaves in alternating weeks.

20 Principal Gumleaves are awarded to students attending the highest number of days at school in each class for each term.

BELL TIMES

* Monday morning warning bell	8.55am
* Monday assembly	9am
Morning music warning	8.55am
Morning bell	9.00am
Morning recess	11.00am
End recess music warning	11:25am
End morning recess	11.30am
Lunch (Children eat lunch)	1.00pm
Lunch bell (play)	1.10pm
End lunch music warning	1:40pm
End of lunch	1:45pm
End of day music warning	3:10pm
End of day bell	3.15pm

BRAINFOOD

Brainfood is a program that allows students to enjoy a nutritious snack with minimal disturbance to their school work. Brainfood is at 10am and aims to provide students with energy to work and learn. Students are expected to eat and work at the same time. The only acceptable food at this time will be fresh fruit, vegetables, cheese, nuts*, plain milk or yoghurt, 100% fruit juice and water. Peanut butter* is acceptable with vegetables. Bananas may be peeled at school. Apples need to be eaten as they come unless parents have cut them at home. Fruits such as watermelon, mangoes and oranges should be cut up at home to ensure time is not spent peeling and cutting at school. Cut fruit also makes it easier to eat.

Students eating incorrect food or drink will be asked to put it away by classroom teacher.

*If a student has an allergy to food or other, it is up to parents to inform the school, and the school will endeavour to meet the students allergy needs where possible.

CAMPS/ SLEEP OVERS

The school has an outdoor education program that incorporates camps and overnight excursions. The grade 3-6 camping program is coordinated by two of the Sale Rural Cluster Schools. Each school is responsible for coordinating activities throughout the year for the benefit of the 8 rural schools (Loch Sport, Seaspray, Airly, Bundalaguah, Cobains, Nambrok Denision, Wurruk, and Cowwarr). Each school is assigned a responsibility for a 2 year period before changing responsibilities.

The junior classroom teacher coordinates the Prep-2 dinner and grade 1 & 2 sleepover on the same night.

The grade 3/ 4 camp and grade 5/6 camp venues alternate each year.

Costs associated with camps, dinner and sleepover are documented in the optional education requisites.

CAPTAINS

Captains are elected by the school at the end of the year for the following year. Captains will be presented with a Captain or Vice-Captain badge at the beginning of the year.

Captains will be involved in fundraising activities throughout the year, usually focusing on 3-4 per year (e.g. Mother's Day, Father's Day, Easter and Christmas). Captains will meet regularly with the Principal to discuss and plan activities.

School captains will be supported by teachers to uphold school values. Captains may lose captain role if they cannot be positive role models in the school even after teacher support.

Brain food

Why? Helps you to work better

How? Eat and work at the same time

Fresh is best

- ✓ Fruit (fruit salad)
- ✓ Mangoes, melons, oranges, etc - cut it up at home.
- ✓ Vegetables
- ✓ Nuts*
- ✓ Tuna
- ✓ Yoghurt (plain or Fruit)
- ✓ Cheese
- ✓ Plain milk
- ✓ 100% fruit juice
- ✓ Water
- ✓ Celery/Vegetable sticks and peanut butter*
- ✓ Celery/Vegetable sticks and cream cheese

X Passionfruit

X Prima/ Poppa/ pop tops/ flavoured milk

X Peeling and cutting

X Added colours, flavours, preservatives, sugars

CARPARK

The Staff car park is located at the back of school near the office, and is STRICTLY for STAFF ONLY. This is for OHS compliance, and to provide safe entry/exit for students/children. Deliveries and Couriers are accepted, and the main entry gates need to be kept clear for Emergency access to the school.

Parent and visitor car parking is located at the back of school on the outer side of the wooden fence posts, or at the front of the school.

10km/ hour speed limit applies to the rear entry access road.

CASUAL RELIEF TEACHER (CRT)

There will be times when the regular classroom teacher may be absent for personal or professional reasons and the school will call a CRT to replace teachers as required.

CHAPLAIN

The school has a Chaplain who works 2 days per week. The role is to support staff, students and parents in times of need. The chaplain is available to assist classroom teachers with core learning subjects. The chaplain will be available to take small groups of students to do wood work in the session following lunch. Students can only miss one core learning session in the month. Students may be asked to complete work they missed in core learning time at home.

Students must have written permission from parents to speak with the chaplain in the event issues or concerns arise for them.

CLASS/GRADE STRUCTURE

The school currently operates with a Junior class consisting from Grade Prep–2, and a Senior class consisting of Grade 3–6. Student numbers can fluctuate, and as a result there may be occasions when class/grade structure is altered (e.g. P–3 & 4–6). For more information please see the appropriate Policy.

CONVEYANCE ALLOWANCE

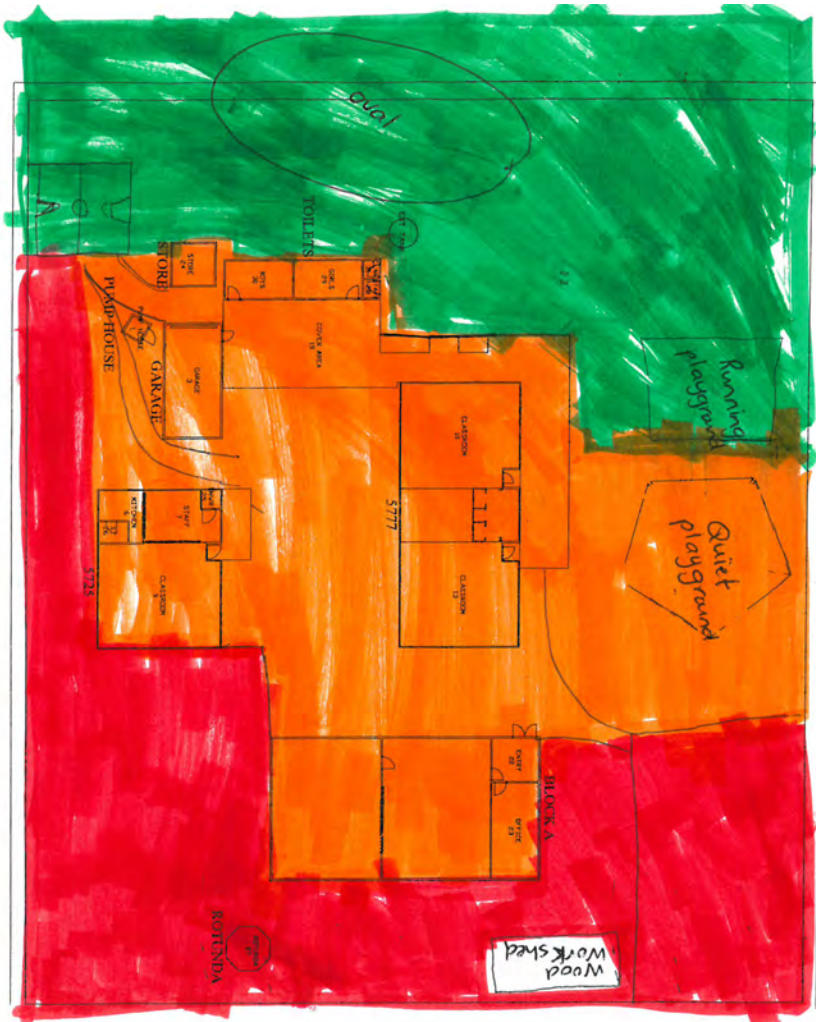
If you reside more than 4.8 kms from the school, you are entitled to claim an allowance for each student at your address that attends this school. A form must be filled out when they start at this school and carries on until they leave this school.

CURRICULUM DAYS/ PUPIL FREE DAYS

There are 4 curriculum days per year. The first day of the school year is a compulsory pupil free day. The Principal and Staff discuss/nominate additional days which must be approved by School Council. Curriculum days will be published in the school Grapevine newsletter.

COLOUR CODED PLAYGROUND MAP

- Red areas are out of bounds
- Dark Green areas are for running
- Orange areas are for walking



COMMUNICABLE DISEASE

Published by the Communicable Diseases Section, Victorian Government Department of Human Services — February 2004

Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If

		unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

EDUCATION MAINTENANCE ALLOWANCE (EMA) SCHEME:

Parents / Guardians who hold a current Commonwealth Health Card will be entitled to claim for each child attending our school. Forms are available from the office at the beginning of each year.

ENTRY TO SCHOOL BUILDINGS

No child is allowed to be in classrooms or buildings before 8.45 am without a teacher being present. Classrooms will be locked when classroom is not supervised by classroom teacher e.g playtimes, and before school.

EXCURSIONS

Local excursions- permission forms are completed by parents when they enrol their child with the school. These cover local walks only – any excursion requiring the use of a bus requires the completion of a separate permission form.

Bus excursions- All bus excursions require a signed and returned permission note for students to attend. Students must wear full school uniform to attend excursions. Students will be advised in permission note if and when uniform is not required. The school tries to keep transport costs to a minimum and on occasions is able to provide free transport for students. However, there are times when the school needs to charge families for transportation and they will be notified accordingly.

The School may use the Loch Sport Community Bus when transporting 10 students or less out of the school. Parents are welcome to join the school group but they will need to find their own way to and from the excursion. The Little's bus will be used when transporting all students in the school. Parents are welcome to join the school when using a Little's bus.

School council **must approve camps, overnight stays, adventure camps, overseas trips.** (Other than Physical Education activities). Approval is not required for day excursions but it is a courtesy to notify school council of these.

FIRE (BUSHFIRE)

Loch Sport Primary School is a 'Code Red' school, therefore on a Code Red day the school will be CLOSED and no staff will be present. The school may not be notified until 12pm the day prior to a Code Red day. An SMS will be sent to families as soon as notification has been received for these days. For efficient notification, it is VITAL that you keep the school up to date with current contact information.

FOOD

Staff will not provide students with food (e.g. cordial, lollies, chocolates, lollypops, hot chips, etc.) for any reason unless an agreement has been made between principal and parent; students may have food allergy or reaction to food the school may not be aware of.

Students without lunch can make a phone call to parent or school can provide basic sandwich with vegemite or peanut butter.

Students are asked to bring food to school that has been prepared at home and not require heating or cooking. Students bringing noodles and soups to school are advised to prepare them at home and keep them in a flask to keep them warm at school.

Please ensure your child has lunch, snack, brainfood and drinks for the day.

GRAPEVINE SCHOOL NEWSLETTER

A fortnightly newsletter is sent home on Fridays to eldest student in the family. The Grapevine newsletter can be emailed to parents who wish to receive a copy this way. The newsletter is regularly uploaded to the school's website.

The school newsletter details upcoming events and important notices. Parents are encouraged to read this to know what is happening in the school.

HEAD LICE OR EGGS

A qualified nurse is not available to check for head lice. Staff suspecting headlice are asked to refer the student to the Principal for a head check. Students with live headlice are to be sent home as soon as they are found, as per headlice policy. Any student with eggs will have a parent notified of headlice eggs, and are to be treated before they return to school.

Parents are encouraged to check their child's hair regularly and hair must be tied up when longer than shoulders.

HEALTH

Immunisation Certificates: All children must present a completed immunisation certificate at the time of enrolment at this school. If you need further information contact the Health Centre.

If your child becomes ill during the school day, we will ring you or your emergency contact person and ask that your child be taken home.

If your child needs to take any medication at school, the medication must be given to the class teacher with written instructions. This is for the safety of students. We cannot provide your child with any form of medication.

HOME WORK

Homework activities will be supported, encouraged or set by teachers so that learning related to class programs and/or the children's other interests can take place outside of school hours.

Encouragement from parents is vital and teachers will take steps to make sure that parents understand the reasons for the scope of these home learning activities.

The aims of school homework is:

1. To develop positive study habits such as time management and independence.
2. To support and extend classroom learning.
3. To encourage and develop a responsibility for self-motivation and self-learning.

Homework should not be hard for students to complete at home by themselves or with a parent.

Homework activities should be interesting and challenging.

Students will be provided with a homework book, and all homework activities will be assessed with feedback and support provided by teachers. All children should be encouraged to read at home.

Junior Class homework will mainly consist of:

Reading activities to, with and by parents.

Gathering of information or materials, or extension tasks related to classroom activities.

Homework generally will not exceed 30 minutes per day & will not be set over weekends or term breaks.

Senior Class homework will mainly consist of:

Daily independent reading with tracking recorded in students diary to be signed by parent and teacher.

Tasks designed to reinforce or assist classroom learning, gathering of information or general research, or assignments & projects.

Homework will generally not exceed 45 minutes per day, but may be set during weekends or term breaks.

ALL students will be expected to complete unfinished homework at school during lunch/recess breaks. All students will also be expected to complete a home reading diary (to be signed by parent) and bring it to school each day for the teacher to monitor and sign.

For further details please see Homework Policy.

INFECTIOUS DISEASES

A copy of Infectious Diseases has been included at the back of this booklet for you to understand when your child is to be kept home. This is a Department of Education and Early Childhood Development requirement.

INTERNET

Children have limited, filtered access to the internet. Students will use the internet for education purposes only and they are strictly supervised by staff.

Students may lose privilege to use computers or internet when they do not follow school expectations.

LATE ARRIVALS/ EARLY LEAVE

A note is required from parents/ adult family relative for a child going home to lunch/ leave the school for any reason. The student must be signed out by a parent and signed back in when they return.

All parents MUST sign children in to school when they arrive late and sign children out of school when they leave early. This sign in/ out sheet is located in the office foyer.

We prefer you notify the school in writing when your child will be picked up by a different person.

Travelling to school and home:

All students must wear a helmet if they ride a bike to school. Students without a helmet will not be allowed to ride home.

Students are not permitted to enter the school grounds unless the gates have been unlocked and the school has teacher supervision.

LOST PROPERTY

Lost property is located in the school office foyer.

Any clothing or items found around the school will be put into this basket. Office staff will return named items to students.

Items not named/unclaimed will be either sent to the second hand shop or a local opportunity shop.

LUNCH ORDERS

In the past, lunch orders were available each week. New arrangements are being considered for lunch orders for 2014. At this stage lunch orders will be available once a month from Mini Golf.

LUNCH SUPERVISION/RECESS SNACK

Children will eat their lunches in the classrooms from 1.00pm to 1.10pm or on the deck under each class teacher's supervision.

Students must sit and eat lunch. Teachers will supervise students to ensure students eat lunch and if student does not like lunch they must take it home. Teachers will also ensure students dispose of any rubbish in the bins provided.

MEDICATION

Parents must send a note requesting the teacher's assistance to give a child medication, detailing what is to be taken, how much to be taken and when.

MOBILE PHONE/CAMERA USE - STUDENTS

The school has a Mobile Phone/Camera Use Policy that outlines that NO student is to have a mobile phone/camera at school without prior approval from the Principal. In the event that approval is granted, the mobile phone MUST NOT be on and in use during school hours. Its purpose is for emergency use outside of school hours only, unless specifically required for core learning. Students found using these devices when not allowed will have the device confiscated, and can collect it from classroom teacher at the end of the day.

See electronic device, mobile, etc. policy for more information.

MONEY AND NOTES REQUIRED AT SCHOOL

A notice will be sent home advising if any money is required at school. All money and notes are to be given directly to the classroom teacher. All money and notes are best placed and sealed in an envelope with the child's name and what money is for, and given to the grade teacher or Mary Jones at the office on Thursdays or Fridays.

MONEY/ VALUABLES

Children are discouraged from bringing large amounts of money or valuables to school. The school will not be responsible in the event loss or damage occurs.

Parents are encouraged to see Mary in the office on Thursday or Friday to pay large sums of money for swimming program, camps, student requisites, etc.

MOSQUITOES AND MIDGIES

Students can use repellent spray when they have returned a signed permission form to the school to say they are allowed to use it. Staff will show students how to use this safely, responsibly and respectfully.

Students bitten by mosquitoes may only use stingos when they have returned a permission form to the school to say they are allowed to use it.

PARENT COMPLAINTS, ISSUES OR CONCERNS

Please see your classroom teacher or Principal to make a time to discuss concerns or issues. The school will do its best to work through any issues or concerns students or parents have, and the only way it can do this is when parents make a time to discuss them in person.

Please Note: Social media is not an acceptable forum to communicate issues or concerns. If you come across negative comments made about the school on social media or during face to face interactions, we would appreciate you forwarding details onto the school, preferably in writing (detailing what was said, by who, and to whom, with the date and time). Anything deemed unsavoury will be investigated and legal advice/ action taken.

PARENTAL INVOLVEMENT

We welcome and are most grateful for the contribution made by parents to our school programs. There are numerous ways parents can become involved in the school.

Such as:

- 1) Becoming a member of the School Council
- 2) Helping in the classroom
- 3) Attending working bees
- 4) Participating on excursions

If you are interested in becoming involved in any way, please see your child's teacher.

PHONE CALLS

Please contact the school at recess or lunch (see 'Bell Times' for times). If the message is urgent it is best to call the school until it is answered.

Thursday and Friday Mary is in the office to answer phone calls.

PLAYGROUP

Playgroup is offered at the school each Thursday from 10am to 11:30, by Community Health Centre's Barb McCubbin. This is not a kinder program, and is offered only during school terms. Children are welcome any age up to preschool, and there is currently a cost of \$2 per family. Children and parents will enjoy songs, stories and professional advice from a qualified nurse.

PLAYTIMES/RECESS

Students will wear a sunsmart hat while playing outside at recess, lunch and during fitness, sport and games. When students do not have a sunsmart hat they will only be allowed to play under the shade shelter in the courtyard.

Teaching staff are on duty each recess and lunch to supervise students.

Wet Day Timetable/ Hot day Timetable

A hot day timetable may be implemented when the temperature is over 35 degrees or a wet day timetable will be implemented when it is raining.

Students will be encouraged to keep hydrated by drinking water, play in shade and wear a sunsmart broadbrimmed hat throughout days when it is hot.

RELIGIOUS EDUCATION (Christian Religious Education - CRE)

CRE sessions are provided for the junior class (P-2) and senior class (3-6) for 30 minutes per week. Parents must sign a permission form for their child to **not** participate in the program. All students will participate in CRE unless they return a signed form.

REPORTING TO PARENTS

Term 1

Junior class teacher will coordinate a Prep Information session in term 1 to explain the Prep program to parents.

A junior and senior class information session will be held early term 1, to enable students, staff and parents to meet and greet and discuss how the classroom will operate for the year. Expectations will be raised regarding homework (reading), attendance, behaviour management.

Term 2

In the last week of Term 2, a full mid-year Student Progress Report (using the Department of Education and Early Childhood Development's Report) will be provided to parents that is reflective of their child's student achievement for the first half of the year, in core learning subjects.

At the end of Term 3, parent/teacher interviews will be conducted on a designated parent/teacher interview day.

Term 4

At the end of Term 4, a full end-of-year Student Progress Report (using the Department of Education and Early Childhood Development's report) will be provided to parents that is reflective of their child's achievement in all areas for the year.

SCHOOL CALENDAR

2014

Term 1: 28 January (school teachers start) to 4 April *

Term 2: 22 April to 27 June**

Term 3: 14 July to 19 September

Term 4: 6 October to 19 December

** Term 2 starts on Tuesday 22 April as Monday 21 April is a public holiday for Easter Monday. Please note: Friday 25 April is ANZAC Day.

2015

Term 1: 28 January (school teachers start) to 27 March *

Term 2: 13 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

2016

Term 1: 27 January (school teachers start) to 24 March *

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

2017

Term 1: 30 January (school teachers start) to 31 March *

Term 2: 18 April to 30 June

Term 3: 17 July to 22 September

Term 4: 9 October to 22 December

SCHOOL COUNCIL

The School Council is the governing body of the school and operates in accordance with the various School Council Acts.

Responsibilities of the School Council include:

- Policy and Curriculum
- Finance and Budget
- Buildings and Environment
- Social and Fundraising

Sub-committees of the council may be formed to deal with the above areas, as well as special events.

Sub-Committees consist of representatives from: School Council, School Staff, and the wider school community

The current structure of the School Council consists of:

- 3 Parents
- 2 DEECD (including school Principal who is a compulsory member)

Council nominations are held each year for parent members, with 2 retiring one year & 1 retiring the alternating year. DEECD member also serves a 2 year term. All eligible councillors may stand for re-election.

School Council meetings are usually held twice each term, with a minimum of 8 required per year. An AGM must take place once per year, early in term 1. A copy of the Minutes of meetings is placed on the noticeboard outside the office for school community to read.

SCHOOL HOURS

See Bell times. Our school day is 9.00am to 3.15pm.

Prep students do not attend Wednesdays in February.

Students are supervised from 8:45am and to 3:30pm. Please speak with your classroom teacher in advance if your child needs to be at school outside supervision hours.

SCHOOL POLICIES

Policies are continually updated and created to ensure everyone has a clear and concise understanding of how the school operates, in addition to the handbook. Policies must have school council approval for it to be actioned by the school. The school seeks written community feedback when policies are being considered. Full policies can be viewed via the Website Link.

SMOKING



Smoking:

Directorates of Education buildings are declared Smoke Free Zones. School Council has declared that the School Grounds are also Smoke Free Zone at all times. Please respect and observe these rules as they are for the benefit and safety of all.

SPECIAL NEEDS/ STUDENT REFERRALS

Children requiring more than the basic classroom program will be referred initially to the Principal. Parent involvement and permission is required prior to child being referred. Children may be referred to school medical service, Speech Pathology, Occupational Therapy, Psychologists, Welfare Services, Integration Support Group procedures and other in-school support.

Students may not have a formal diagnosis to be considered for special needs. At times students may require additional support such as social story, meeting with parents to discuss concerns in the classroom. It is essential parents are aware of special needs required for their individual child.

Referrals are to be discussed with the Principal and parent/s prior to teacher obtaining and completing a referral form (a hardcopy template can be obtained from the Principal). The class teacher will write reasons for referral on the template. Factual observations are required and anything entered on form must be known to parents/s.

Parents must sign referral permission for teacher to be able to address issues or concerns that cannot be addressed at a school level.

SPORT

Interschool Activities: All students have opportunities to participate in Sport days with the Sale Rural Cluster of schools for athletics, swimming carnival, cross country and, in grade 3-6 coach approach/ winter sports day.

Students will practice skills for athletics and cross country leading up to the rural cluster of schools day.

Students completing 1st to 6th in the Division days for athletics, swimming and cross country will be eligible to participate in Network, division level competition. Success at this level will lead to competing at a regional level, and success at his level will lead to competing in state level.

Principal will accompany students to division level competition, however parents will be asked to accompany students for regional and state level competition

In-School Sport/PE: The school aims to meet Education Department requirements for fitness and Physical Education. Students participate in a minimum of 1 – 2 hours of structured activity per week.

STAFF MEETINGS

There are 4 types of meetings staff attend throughout the year. Staff attend 2 meetings/ week.

Staff are available to meet with parents, outside of staff meeting schedule. Parents are advised to make a time with the class teacher or school staff in advance. Morning meetings can be made and must be finished by 8:45am for teachers to be on duty.

Meeting days depend on staff and their days of working at the school, and are decided at the beginning of each year.

STUDENT AND FAMILY INFORMATION

PLEASE REMEMBER TO NOTIFY THE SCHOOL OF:

- Change of Address
- Change of Telephone Number
- Change of Emergency Contact and Phone number
- If you will be late collecting your child or early dropping them off
- Change of pickup of child at the end of the day

STUDENT BEHAVIOUR MANAGEMENT

Loch Sport Primary School has introduced a traffic light approach to managing student behaviour. It is a positive and proactive approach to teaching appropriate behaviours. The program focuses on improving student well-being and student-teacher relationships.

The traffic light coloured coded system will be used in both classrooms, the playground and during specialist sessions. Teachers and students will negotiate and establish a set of expected behaviours for each colour at the beginning of Term 1, as well as strategies for moving students to green behaviours. As the year progresses, class teachers will need to add to traffic light system as new and more issues arise.

GREEN =	Acceptable Behaviours	= Positive & Rewards
ORANGE=	Corrective Behaviours	= Student encouraged to reflect on behaviour (Students take some Responsibility as supported by the teacher).
RED=	Unacceptable Behaviours warnings, possible suspension)	= Serious consequences (staff intervention, e.g time out,

STUDENT REQUISITES

ESSENTIAL REQUISITES

Children will only be supplied with requisites, at the commencement of the school year when they have been paid for in advance. When a child runs out of equipment, or misplaces equipment, the classroom teacher will contact the parent for replacement items to be arranged by the parent. Staff will not present students with additional items when they are lost, missing, etc. Staff will present student with a piece of paper when student has misplaced book, left it at home, etc.

Children new to the school who bring few possessions from their previous school, will have parent contacted by the classroom teacher to organise books, etc they require.

OPTIONAL REQUISITES/ACTIVITIES

Students will only attend these activities when full payment is received prior to the activity. Activities include swimming, camp, excursions, etc.

Student requisites are finalised at the end of each year and provided to families prior to the new year.

Parents are asked to provide the following materials for each child:

Art smock - a man's shirt with shortened, elasticised sleeves makes an excellent, economical smock.

School bag - one that is easy to handle.

Drink bottle

Lunch box

We ask that all personal items, especially lunch boxes, drink bottles and removable clothing, etc. be clearly marked with your child's name. If your child has difficulty recognising their name, a coloured wool or sewing thread can be used for his/her own personal motif near the name.

Please label school bags inside with family name, address and phone number. It also helps identification if a plastic tag holder containing your child's name is clipped onto the handle ring.

SWIMMING

A swimming program is provided to students in term 4 for 8 weeks. Children travel to and from Sale indoor pool at Aqua Energy.

The cost of swimming depends on transport, instructors required and number of students participating in program. Payment must be received in full (prior to the program starting), by the office for students to participate in the program.

In the event not all students attend the swimming program, one teacher will accompany students to the pool, while the other teacher will remain at school with non-swimmers. Integration aide will assist swimming teacher due to the nature of the activity.

TIMETABLES

Specialist timetables are issued at the beginning of each year. Class teachers will coordinate class timetables to go home early in term 1.

Parents are encouraged to share these with children so they know what classes they have each day of the week.

TOILET

Each class only permits 1 student to go to the toilet at a time. Students in the junior class (particularly Preps) may take an older student to the toilet with them until they feel confident to go by themselves. Students are encouraged to go to the toilet during recess and lunch breaks to minimise disruption to class. Students needing to go to the toilet during session times are only allowed to go once per session, a total of up to 3 per day (these toilet breaks are recorded). Students can only get a drink of water during class time. Cordial, soft drink, etc is not acceptable during class/ learning time.

TRANSITION- PREP

The Prep Orientation program begins in term 4 for students attending school the following year. New prep students attend school after lunch from 1:45pm to 3:15pm for the first month (October). New prep students attend school for half days from October to November. By December new prep students attend school for 1 full day 2-3 times.

Junior class teacher will coordinate transition activities for new prep students and communicate this with new prep families and in the school newsletter.

Children attending Kindergartens have transition statements sent to the school in term 4.

TRANSITION- JUNIOR TO SENIOR CLASS

Students moving from the junior to senior class (usually in grade 3) the following year, follow the same transition program as the new prep students. That is, afternoon sessions, followed by half day sessions and full day sessions.

There may be occasions due to grade numbers, when students will remain in the junior class for grade 3. If this occurs, transition to the senior class will take place in grade 4 and follow the same program.

TRANSITION- GRADE 5

Grade 5 transition days usually occur in term 3 and 4. Parents of grade 5 students will need to organise own transport to and from transition days.

TRANSITION- GRADE 6

Transition days for grade 6 students occur in term 1, 2 and 4. A state-wide transition day is held in December for all grade 6 students going on to secondary school.

Secondary Colleges negotiate visits with each school to assist with transition to Secondary College.

Grade 6 students and parents will need to organise own transport to and from transition days.

UNIFORM

The schools uniform colours are red shirt with navy blue pants. School uniforms can be purchased from JSM, Best and Less, Target, Kmart, etc.

Children are expected to wear uniform and to bring a note if unable to do so. Spare changes of clothes are available for accidents or excursions if necessary.

Sun-smart hats are compulsory from September to the end of April AND when the UV is higher than 3.

Children will not be permitted to attend excursions unless they are in full school uniform.

Hair shoulder length or longer must be tied up.

Staff will give students a rubber band to use if they do not tie their hair up at home.

Jewellery (other than studs) is not permitted.

See the School Uniform and Sun-smart Policies for more detail.

VALUES

Our School Values capture what we at Loch Sport Primary School want to instil in all of our students, and staff. Staff throughout the school refer to these values while teaching, and help students to reflect and make acceptable decisions when it comes to their learning and behaviour.

School Values: Respect, Resilience, Responsibility and Safety. 3R's = Safety

Value certificates are presented each week at assembly to students in each class, to acknowledge and celebrate values students have reflected throughout the previous week.

We are working on our values all of the time to help students, staff and parents know behaviours that are acceptable for school.

See policies regarding behaviour, student engagement, and conduct.

VOLUNTEERS

All volunteers must have a working with children check. School council approves volunteers working with students in the school. Volunteers are welcomed and invited to be involved in the school as much as possible. Volunteers will be expected to uphold values of the school and support the school at all times. Volunteers cannot share information about the school with the wider community.

YARD DUTY (TEACHER TIMES)

8:45→9:00 (first morning duty)

11:00→11:15 (first recess duty)

11:15→11:30 (second recess duty)

1:10→1:28 (first lunch duty)

1:28→1:45 (second lunch duty)

3:15→3:30 (second afternoon duty)

Teachers are on duty either first or second each day. Parents must speak with a teacher in advance if they need to drop off or pick up students outside of yard duty times.