# Table of Contents

Introduction – School Vision, Mission and Values ........................................ 3
School Purpose ................................................................................................. 3
School Values .................................................................................................. 4
Staff .................................................................................................................. 4
School Council President’s Welcome ............................................................... 5
School Council 2018-19 .................................................................................. 6
School Organisation .......................................................................................... 6
Enrolments ......................................................................................................... 6
Student Records and Family Details ............................................................... 6
Office Hours ...................................................................................................... 6
Notes and Money .............................................................................................. 7
School Hours .................................................................................................... 7
School Term Dates – 2019 ................................................................................. 8
Student Attendance Times ............................................................................... 8
Children Leaving School .................................................................................. 9
Lunch Supervision ............................................................................................ 9
School Assembly ............................................................................................... 9
Swimming Program .......................................................................................... 9
Sports .................................................................................................................. 9
Camps and Excursions ..................................................................................... 10
Special Events and Programs Throughout The Year ........................................ 10
Communication Processes & Curriculum ......................................................... 11
Newsletter and Notices ................................................................................... 11
Class Dojo and Apps ......................................................................................... 11
3 Way Conferences, Interviews and Reports .................................................... 11
Curriculum Areas ............................................................................................. 11
Home Reading .................................................................................................. 12
Homework guidelines and expectations .......................................................... 12
General Contact with the School ...................................................................... 13
Students Medical Issues, Health and Safety .................................................... 13
Immunisation Certificates ............................................................................... 13
School Nurse .................................................................................................... 13
Anaphylaxis Management ................................................................................. 13
Asthma Management ....................................................................................... 13
Medication at School ....................................................................................... 13
Absences ............................................................................................................ 13
Illness/injury at School ..................................................................................... 14
Head lice ............................................................................................................. 14
Infectious Diseases ........................................................................................... 14
Student Behaviour ............................................................................................. 15
Buddy System .................................................................................................... 15
Student Welfare and Wellbeing ...................................................................... 16
Student Engagement, Belonging and Connectedness ...................................... 16
Student Achievement Awards ......................................................................... 16
Student Involvement .......................................................................................... 16
Bicycles .............................................................................................................. 16
‘Code Red’ Days ............................................................................................... 16
Wet Days/Days of Extreme Heat or Cold .......................................................... 17
School Dress Code ............................................................................................ 17
Introduction – School Vision, Mission and Values

School Purpose

Lal Lal Primary School is a learning community that optimises the development of engaged, independent, and confident learners.

We aim to provide a friendly and caring environment that promotes excellence in learning and encourages personal growth and wellbeing for all students; provide support and professional motivation for staff and involve and include parents and the wider community.

The staff at Lal Lal Primary School recognise that it is their responsibility to prepare students for the demands of a world characterised by ongoing change, as well as to continually improve teaching and learning programs to ensure students achieve their full potential, experience success and develop a healthy self-esteem. The school encourages ongoing learning and acknowledges the importance of teaching children how to learn.

At Lal Lal Primary, we believe that the school experience should promote in children:

- The desire to learn.
- The ability to communicate effectively, through reading, writing, speaking and listening.
- A basic understanding of the number system, leading to the ability to perform accurately basic mathematical operation, to calculate and to measure and to use these skills in everyday situations.
- Awareness of the physical, biological, social and cultural environments and of some of the key concepts involved in understanding these.
- An appreciation of and the ability to express themselves in the main forms of art, including literature, film, drama, dance, music and the fine arts.
- The ability and disposition to think clearly, independently and critically and to make rational decisions.
- The ability and disposition to be imaginative and creative and to be adaptable and flexible in a changing world.
- The ability and disposition to co-operate with others and an awareness and tolerance of other ways of thinking and behaving.
- A sense of identity, achievement and worth.
- An awareness of their bodies and a disposition to keep themselves fit, healthy and safe.
School Values

At Lal Lal PS we recognise that the impact of values is not in what we say, but in the experiences to which we expose our students. The School Community is in their second year of the Four Year Strategic Plan. (2018 – 2021)

Our values are:

**Resilience**- We have a can do attitude, can bounce back and try again.
**Kindness**- We are thoughtful, friendly and generous.
**Respect** – We respect ourselves, others and the environment.
**Effort**- We always work hard and give our best.

Please feel welcome to contact the school for any further information. We welcome and value your involvement in your child’s education. I trust that your association with our school will prove to be happy and fulfilling for you and your family.

Mrs Siobhan Gosney
Acting Principal
Lal Lal Primary School

--------------------------------------------------------------------------------------------------

Staff

School Principal/Teacher: Mrs Siobhan Gosney ( Monday Yr 3-4, Friday Yr 5-6)

Teaching Staff: Ms Sarah Fisher- Yrs. F-2
Mrs Trudy East - Yrs 3-4 (Tuesday to Friday)
Mrs Fiona Lyons- Yrs. 5-6 (Monday to Thursday)

Business Manager: Mrs Belinda Gear (Wednesday’s)
Admin/Class Support: Mrs Frances Mifsud (Thursday’s)

Cleaners/Maintenance: Mrs Frances Mifsud
Mr Charlie Mifsud
School Council President’s Welcome

Small schools are great schools and Lal Lal Primary School students have access to caring and expert staff, shared values and a high level of individual attention. We offer a broad and varied curriculum, which includes sports, art and inter-school cooperation. There is a lovely ‘extended family’ feel amongst the staff, parents and students here and we would like to extend a warm welcome to all new students and the families who have chosen to be a part of life at Lal Lal Primary School.

Every Government School in Victoria is required to have a School Council that comprises of parents, staff and co-opted members who have a strong interest in the school and the desire to contribute to the ongoing improvement of the school.

The Lal Lal School Council has responsibilities in areas such as:

- supporting the process of determining priority learning areas and values
- determining the educational policy of the school
- approving and monitoring school budgets
- reporting to the School Community
- supporting the Principal and Teaching Staff
- providing improved facilities and equipment for students and staff
- stimulating interest of the broader community in the school.

The Council meets on a monthly basis to discuss a range of issues important to the school and the Department of Education. The School Council receives monthly reports about finance, Parents Club, Occupational Health and Safety and also from the Principal. The School Council is also responsible to ratify school policies every few years to ensure they are current and reflect the children’s each year of schooling.

School Councils are open meetings for anyone to attend, unless otherwise stated (there are occasions when meetings can be declared ‘closed’ but this is rare). School Council members are nominated and elected by the broader school community. Once you are an elected member, you are entitled to vote on decisions brought to School Council.

Meetings are held once a month between 6 – 8.00pm, so the commitment for people to attend is not really a large one. It’s a great opportunity to make an important contribution to the school and its direction.

I would like to encourage all parents to consider a role on the School Council in the coming years as it is an important and enjoyable role as part of your child’s education.

School Council President – Melissa Donald
School Council 2018-19

Non-Department of Education and Early Childhood Department members:
Melissa Donald - President
Rose Lewis – Vice President
Lisa Barton – Secretary
Geoff Hamilton
Fiona Falkiner
Brae Murley

Department of Education (DET) members:
Siobhan Gosney
Fiona Lyons

School Organisation

In 2019, the school has been organised into three multi-age groupings in the morning, F-2, 3-4 and 5-6. In the afternoon two classes will run a Senior and a Junior class for specialist. Specialist programs operate in the areas of Art, Music, Chinese, Personal Learning, Digital Technologies, Inquiry Based Learning (History, Geography and Science) and Health/PE/Sport.

In 2019, we will continue to teach Chinese as our Language other than English, because of our close ties with Mount Clear College and the University Cluster, where we have regularly had visitations from visiting teachers of Chinese.

Enrolments
Lal Lal Primary School takes enrolments throughout the year. Parents / Carers may enrol their child by calling into the school to collect an Enrolment Form or by phoning the school and requesting an Enrolment Form be mailed to you. We are happy to do a school tour by appointment. Please return the completed Enrolment Forms to the school office, along with a copy of your child’s birth certificate and certificate of immunisation.

Student Records and Family Details
For the safety of our students, it is vital that our school keeps accurate records. Please ensure that you notify the school immediately should your personal/family details alter, particularly personal, work and emergency telephone contact numbers. Your family occupation effects funding we receive so if you change jobs, please let the school know.

Office Hours
The school office is attended on Wednesdays and Thursdays from 8.30am to 4pm. On other days, the best times to call the school, (Except in an emergency situation) are between 8:30am to 9am or 3:30pm – 5:00pm
Notes and Money
Items from parents and students, such as payment envelopes, permission forms, absence notes or other notification should be given to the child’s teacher or placed in the ‘Payment box’ located in the office. When it is necessary to send money to school, the money should be enclosed in a named sealed envelope. Envelopes are available at the office. Payments to the school can be made by direct deposit- see Belinda for details.

School Hours
Parents are asked to encourage PUNCTUALITY and REGULAR attendance. The Department of Education’s motto about attendance is “It’s NOT OK to be Away” (except in case of illness of course). Students have 200 days of school and each one is very important. The average absence for students across the state is 10-12 days. Our school’s absence rate is higher than this and so we are having a campaign to reduce absence rates over the next 4 years.

Sessions will be as follows:
9:00 am – 11:00 am Session 1 Literacy
11:00 am – 11:30 am Recess
11:30 am – 1.00 pm Session 2 Numeracy
1:00 pm – 1:10 pm Eating lunch
1:10 pm - 1:40 pm Lunch
1:40 pm – 3:10 pm Session 3
3:10 pm – 3:25pm Tidy up, jobs, Dismissal

On the last day of each term, school finishes early after the mandated 4 hours of instruction. Students often have a free dress day - no uniform that day for a gold coin donation to a chosen charity.

Foundation Children have School Council permission to attend school for 4 full days each week - Foundation students stay home on Wednesdays, until Labour Day in March.
School Terms – 2019

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Term Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>29th January – 5th April</td>
<td>6th April – 22nd April</td>
</tr>
<tr>
<td>29th January – Teachers start</td>
<td>29th June – 14th July</td>
<td></td>
</tr>
<tr>
<td>30th &amp; 31st January – Student</td>
<td>21st September – 6th October</td>
<td></td>
</tr>
<tr>
<td>Testing Days (By appointment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday 1st February – Students start</td>
<td></td>
<td>21st December – 28th January 2020</td>
</tr>
</tbody>
</table>

Victorian Public Holidays 2019

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Tuesday 1st January</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Monday 28th January</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 11th March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 19th April</td>
</tr>
<tr>
<td>Saturday before Easter Sunday</td>
<td>Saturday 20th April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 22nd April</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>Thursday 25th April</td>
</tr>
<tr>
<td>Queen's Birthday</td>
<td>Monday 10th June</td>
</tr>
<tr>
<td>Ballarat Show Day</td>
<td>Friday TBA November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Wednesday 25th December</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Thursday 26th December</td>
</tr>
</tbody>
</table>

4 Pupil Free days: Term 1 – Tuesday 12th March, Other dates yet to be determined

Student Attendance Times
Each morning the school playground is supervised from 8.40am. We ask parents to ensure that children do not arrive at school before this time. The playground is supervised by staff during recess and lunch breaks. At 8.50am students move inside and prepare for learning to commence at 9am. The school day ends at 3:25pm. After school, the collection of students is supervised by staff until 3.45pm, or until the bus arrives at 3:50 for bus travellers. Please ensure you notify the school if you are running late to collect your child/children.
Children Leaving School
Could all parents please:

- Explain to your children that they should report to teachers if you have not arrived on time to collect them.
- Explain to your children that they must never leave the school grounds during school time.
- Contact a teacher or the office if you ever need to collect your child during school hours, if your child is not returning to school after the lunch break or if you will be late for school pick-up.
- All students arriving late must be sign in at the office.
- All students leaving school before 3:25pm must be signed out at the office. If someone unknown to the school is to collect your child during the school day, please advise the office and ask them to see the Principal on arrival, provide photo ID and sign the early collection book.

Lunch Supervision
We are concerned with developing good lunchtime habits. As a result the following policy has been adopted:

- Children are encouraged to bring fruit along every day for Fruit Break at 10.00am every morning.
- At 1.00pm children with lunch at school will be allowed to eat their lunch in the classroom.
- During Terms 2 and Term 3 children may bring food to heat on Wednesdays.

School Assembly
School Assembly is held at 3.10pm on Friday afternoon. One of the purposes of the assembly is to teach children to recognise their roles as citizens of Australia. The Australian flag is flown and children recite the oath of allegiance and sing the National Anthem. The assembly is also an occasion where important announcements are made and special efforts are recognised. We welcome Parents to join us for this assembly.

Swimming Program
Each year in Term 1, all students participate in a swimming program at the Federation University UniSports Pool. Students attend each day for a swimming class under the guidance of a qualified Auswim instructor.

Swimming Days for 2019 will be every Friday commencing 8th February, 2019 (TBC) for Term 1.

Sports
The Cross Country run is held in Term 1 at Russel Square in Ballarat on Friday 22nd March.
Athletic sports are in Term 2 at Llamberris Reserve in Ballarat.
All sports events are scheduled so that students may gain selection for regional, then state sports events.
**Camps and Excursions**
Parents will be informed of planned excursions, camps, sports trips, films, etc. Parents are required to provide current medical information about their child prior to an excursion. Because of the size of the school, private transport is often used. Parents and staff who offer to transport students need to have a current driver’s licence and comprehensive car insurance. The drivers will need to supply evidence of both of these before students can be transported.

• Camps and excursions are an integral part and extension of the school curriculum. Parental permission is required for these activities except where the excursion is in the immediate area close to school. As these programs involve cost, which must be borne by the parents, information is distributed in sufficient time for parents to arrange payment. Payment plans are available for camps.

**Special Events and Programs throughout the Year**

**Term 1**
- Parent information Sessions
- Swimming Program (whole school)
- School Council Elections (March)
- 3 Way Conferences
- Cross-country run

**Term 2**
- Athletic Sports
- Education Week
- Student reports
- Winter sport for Years 3-6- cluster
- Life Education Van Visit (every two years)
- Mother’s Day Afternoon Tea

**Term 3**
- 3-way Conferences: Parent / Teacher / Student
- Book Week/Literacy and Numeracy Week
- Father’s Day Breakfast
- Arts Week (2019)
- Concert (2020)

**Term 4**
- School Camps program every second year – 2019 camp to be confirmed. We usually alternate between Beach, Bush/River and City
- Grandparents Day
- Grade 6 graduation
- Thank You morning tea
- Christmas Party / Presentations and awards
- Student reports
Communication Processes & Curriculum

Newsletters and Notices
Newsletters are our main source of informing you about what is happening in the school. Newsletters are sent home with the eldest child in the family once a week on a Thursday. Other notices may be sent home during the week as needed. Please encourage your children to take responsibility for giving you the newsletter/notice that are sent home and then please read them thoroughly.

Class Dojo
Class Dojo is an App that you can install on your phone. Parents can access photos, videos, and messages sent by their children or teachers and at the same time, access behavior graphs and personal profiles based on the ‘monster avatars’ for their children. To access these profiles, you will need unique access codes provided to each child. Dojo Portfolio’s are used across all three classrooms as one form of reporting. Students are awarded with points that correspond to the school values and other classroom traits. At the end of the week, the students can either spend their points or save them.

Our App
If you install FlexiBuzz on your iPhone or smartphone, you will be able to link in with Lal Lal Primary School notifications, newsletters and send absence messages. (You can also do the same from our website.)

3 Way Conferences, Interviews and Reports
Interview times are arranged for parents to meet with their children’s teachers to discuss individual progress. Interviews are held during the first and third Terms. Detailed information is sent home well in advance of the set dates.

We regard these occasions as a vital two way flow of information concerning children. Home and school benefit mutually from these sessions.

Please take the opportunities offered to meet with staff either through 3 way conferences or informally by attending organised activities such as the School Council, Information evenings and special programs for parents.

Children learn best when parents and teachers support each other. It is important that parents and teachers work together so that we can provide the best education for our pupils.

Achievement in all curriculum areas will be reported twice a year in written format.

Curriculum Areas
Each year the class groups may be organised differently because of student numbers and needs. For the first three hours of instruction, we have a focus on English and Mathematics. For the two afternoon sessions each day we usually work as two groups to allow for teacher planning time over the week.
In the mornings students stay with their home teacher in their homerooms, however in the afternoons, teachers specialise in 1 or 2 areas and students may move rooms.

Even though, as part of ‘The Education State’ there is a NEW Victorian Curriculum, the current domains of learning in the Victorian Curriculum are:

- **English** (Reading and Viewing, Writing & Presenting, Speaking & Listening)
- **Mathematics** (Number & Algebra, Geometry & Measurement, Probability & Data)
- **Science** (Earth, Chemical, etc.)
- **Humanities** (Geography, History, Economics)
- **Health and Physical Education**
- **The Arts** (Visual and Performing Arts, Music)
- **Languages** (Chinese – Mandarin)

Sometimes, we may offer private music instruction during/after school depending on the special skills and availability of the music teacher.

**Home Reading**

All students have home reading diaries in which they will be expected to record their nightly reading with their parents. It is expected that children will read at home for 150-200 nights which will mean by the end of Term 2, they will have shared and practised their reading at home for 75 -100 nights. At all levels, children are expected to have understanding of what they read and so discussing what’s happening in the story, or what text implies, is a very beneficial activity.

- At Foundation level, students will be read to and then will read with their parents. If the students bring home a book with no text, the aim is to invent text, to imagine what the story says.
- In years 1 and 2 students will read for 10 minutes a night and be read to by their parents.
- Around Years 3 and 4 students may still read to their parents and have their 10-20 pages per night “signed off” by Mum or Dad
- In Years 5 and 6 students will read for at least 20 minutes a night, perhaps read 20 pages or more and sign/comment in their own books. At Years 5/6 level there are still times where parents may share a story, read with their child and listen to reading.

Our aim is to move everyone from

**LEARNING TO READ....... to ...... READING TO LEARN**

**Homework guidelines and expectations**

Homework is important to foster positive learning habits. Parents in partnership with the school should encourage their children to establish good homework patterns from early primary school. Homework helps students to develop organisational and time management skills, self-discipline, skills in using out of school resources and personal responsibility for learning.

Homework will consist of daily reading and a task that may include Literacy, Numeracy or Integrated Curriculum (Humanities, Sciences, LOTE….) activities.
General Contact with the School
Please feel welcome to contact us with any concerns you have, or any suggestions you wish to make about our school. The Principal and classroom teachers are all accessible and willing to assist in any way possible. All teaching staff have teaching commitments. It is therefore, best to contact them before school, during recess or lunch if possible.

Students Medical Issues, Health and Safety

Immunisation Certificates
Before your child is enrolled into a Primary School, an immunisation certificate must be obtained from the Environmental Health Officer (Shire Office) or your doctor. It confirms that you child has been immunised against Tetanus, Diphtheria, Polio, measles and mumps and allows your child to attend school.

School Nurse
School Medical Officers (School Nurse) examine all Foundation children, plus any others that may be referred by teachers. This service needs parental permission, but it is very important. Many minor problems are often detected before the child’s health or schooling is affected.

Special Services
Counselling and Guidance Officers can be used to help children who may have behaviour problems affecting learning. They are invited by teachers, but must have the consent of parents. Speech therapists and learning difficulty specialist are also available to students.

Anaphylaxis
Student who may suffer from diagnosed allergies must provide the school with an up to date Epipen and a written up to date Anaphylaxis Management Plan. Please contact the Principal for further details.

Asthma Management
Children who suffer from Asthma must provide the school with a written up to date Asthma Management Plan. Asthma Plans must be updated every year. Please contact the Principal for further details.

Medication at School
If children are required to take medication while at school, parents are requested to provide the class teacher with a written authority that includes details of medication, dosage and any likely reactions. All medication including, Paracetamol, must be labelled with your child’s name and handed to their teacher.

Absences
If your child is absent, you must notify the school via a sibling, personal contact, a phone call or a written note of explanation. If the school does not receive notification of an absence, a phone call, will be made to the parents or carers.
Illness/injury at School
The school currently has its entire staff members trained in First Aid Level 2. If there is a serious injury, we will phone for an ambulance and parents will be contacted. In the event of head injuries, parents will be notified to take the child home, as head injuries may result in concussion. Minor injuries and illnesses can often be treated at school. Staff will assess the situation and apply first aid where appropriate.

Head lice
Periodically, there are outbreaks of head lice, and contrary to popular belief, they do not need dirty heads to survive. They will infect any head. If we are aware of the problems, we can soon solve any outbreaks.
Every parent is requested to:
a) Inspect their children’s hair at regular intervals.
b) Inform the school immediately whenever lice are detected.
If one member of the family has head lice, all members of the family should be treated. There are several lotions / foams available from your local chemist.
Students will be inspected at the start of each term by the Head Lice Nurse. Parents will be required to sign a consent form.
In the interest of health, hair should be kept tied back and out of eyes.

Infectious Diseases
It is probable that at some time during your child’s school life she/he will contract one of the common diseases listed below.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Patients Shall be Excluded from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Until fully recovered or at least one week after the first eruption occurs.</td>
</tr>
<tr>
<td></td>
<td><strong>Contact</strong> - Not to be excluded.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.</td>
</tr>
<tr>
<td></td>
<td><strong>Contact</strong> - Not to be excluded.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, hands and legs are properly covered with occlusive dressing.</td>
</tr>
<tr>
<td></td>
<td><strong>Contact</strong> - Not to be excluded.</td>
</tr>
<tr>
<td>Disease</td>
<td>Duration</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least five days from the appearance of the rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Until two weeks after the onset of illness &amp; until a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced,</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered and at least 5 days from the onset of the rash.</td>
</tr>
<tr>
<td>Streptococcal infections, Including scarlet fever.</td>
<td>Until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
</tbody>
</table>

**Student Behaviour**

We know that orderly classrooms mean better learning outcomes, and a safe and bully-free environment gives children confidence, connects them to others and allows them to be the best they can be. The school has developed a well-documented Student Code of Conduct that encourages children to behave acceptably in the classroom and playground. Parents will be notified if their child’s behaviour is cause for concern. All families are provided with a copy of the school’s Student Code of Conduct booklet.

We expect a **high standard** of student behaviour and annually discuss rules and expectations with students.

**Buddy System**

Our new Foundation students and others new to the school each year are allocated a buddy from grades 4, 5 or 6. These buddies provide support and friendship for young students in their first few weeks of school and often for their entire time at school.
Student Welfare and Wellbeing
Lal Lal Primary School’s student wellbeing program is focussed on teaching students the foundations of success- Resilience program will be used. This program focuses on developing students Persistence, Confidence, Organisation and Getting Along skills and are vital in order to improve academic achievement and social – emotional behaviour and wellbeing. All of these factors help build a happy resilient child.

Student Engagement, Belonging and Connectedness
There are many programs that aim to promote in our students a feeling of belonging and connectedness to the school – we encourage family involvement in our school programs and use teaching strategies and tools designed to ‘hook’ students into learning – Interactive whiteboards, netbooks, iPads, cooperative group challenges and student awards and celebrations.

Student Achievement Awards
Students of the week are announced each week at assembly. Other encouragement awards such as merit certificates and reading or maths awards are also celebrated.

Student Involvement
Students from Grades 3, 4, 5 and 6 work together to improve aspects of our school and to participate in fund raising and events through Junior School Council. The junior classes (F-2) will elect representatives to attend meetings. Students in the senior years have run collaborative Student-led Community Projects over the last 3 years, which have been a highlight for them towards the end of each year.

Bicycles
Bicycles may be ridden to school if your child is a competent rider who knows the road rules well. Road Traffic authorities recommend that children under 9 years of age do not ride in traffic. Helmets are compulsory. Children who do not wear helmets, will not be permitted to bring their bikes into school. Bikes are stored at the bike rack during the day and are not to be ridden in the school grounds unless we are taking a Bike Education program.

‘Code Red’ Days
Because LLPS is surrounded by bush, on a Code Red day (Extreme risk of Bushfire) we must close. You will be notified the day before by school staff or you will be sent an SMS by the Principal. Schools will be alerted over the radio. On other days of high temperatures and high winds, staff will monitor bushfire alerts and should a fire break out, will contact parents as is possible. If a fire breaks out close by with little opportunity to contact parents and have them collect their children and leave safely, we will go into ‘lockdown’ and shelter in our ‘safer room’ (no timber in the structure, thickened glass) until danger passes. We will practise fire drills during the year, undertaking different strategies for either internal or external threats.

Internal threats: relocate to the oval until the danger passes
External threat: go to Art/Music classroom until the danger passes
Wet Days/Days of Extreme Heat or Cold
In accordance with DEECD policy, children are not dismissed early on wet days or days of extreme heat. Students are supervised in a classroom having their recess and lunchtime breaks in their rooms, as they are well equipped with air-conditioners and heaters. The schoolyard also contains a large undercover play area (11 x 13 m) and other protected areas such as a shade sail over the playground and a shelter over the sandpit. On days of extreme heat it is essential that all students bring a bottle of water to school - as expected every day.

School Dress Code

<table>
<thead>
<tr>
<th>School Uniform Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
</tr>
<tr>
<td>Navy blue tracksuit with red polo shirt, long-sleeved polo shirt and windcheater or jacket.</td>
</tr>
<tr>
<td>Summer</td>
</tr>
<tr>
<td>Navy shorts with red polo shirt.</td>
</tr>
<tr>
<td>Students may also choose to wear a red and white checked dress uniform.</td>
</tr>
<tr>
<td>Navy blue broad rim hat.</td>
</tr>
</tbody>
</table>

Suppliers
The school undertakes to supply uniforms to students at the cheapest possible price. Warm polar fleece tops, vests, hats and polo shirts with logos are available from our uniform shop as well as bags. You can purchase them at any time but if we are out of the desired size, please order them from the office when attended. Please contact the school for further information. At times, limited second hand uniforms are available.

Footwear
Neat and appropriate e.g. sports shoes for sport
No open-toed shoes or thongs are to be worn at school (unless a child has a foot injury and must wear specialised footwear)

SunSmart Protection
It is compulsory for each student to wear a broad-brimmed hat that covers the child’s face, ears and neck at recess and lunch breaks until the end of Term 1 and from the start of Term 4 each year.
The use of sun screen is strongly encouraged at Lal Lal Primary School.
Health lessons for Foundation – Year 6 help reinforce these healthy practices.
Hats must not be worn indoors.

Jewellery and Accessories
Ribbons and hair ties should be in school colours. A watch may be worn. Ears may have studs or sleepers only. Any student wearing jewellery that is deemed by staff to potentially cause injury to the wearer or others will be asked to remove it.

When Must School Uniform Be Worn?
- Traveling to and from school, during school hours
- On excursions
- When engaged in school activities out of school hours
Exceptions
- Designated ‘out of uniform’ or theme days
- Special circumstances such as camp activities
- Medical condition where a particular arrangement is made with the Principal

Lost Property
All personal property (clothing, hats, bags, drink bottles, etc.) should be clearly labelled to ensure ease of identification and return of lost items.
If your child has misplaced anything, please check with the classroom teacher. After a period of time, articles unclaimed will need to be disposed of. Regular notices will be placed in the newsletter to assist with collection of lost clothing.

*All items of clothing that a child is likely to remove at school should be named.*

Policies and Protocols

Attendance
Regular attendance is important for the progress of your child. Being at school on time is critical for your child to have the best chance of learning. Arriving late, at 9:20 for example often means your child has missed the first teaching session of the day.
- If your child is away for any reason, it is important that you write an absence note (Forms available at the office or use our ‘contact form’ on the website), phone the school or let a staff member know. DET tracks the reason why students are absent and when parents don’t explain absences.

Supervision
Children will be supervised at school between the hours of 8.40am and 3:45pm. Bus travellers will be supervised until the bus arrives in the afternoon.
- Please contact the school if you are delayed in collecting your child for any reason. Children will remain in the classroom until you collect them if there is no teacher on duty.

Toys
At various times children bring toys from home. It is suggested that valuable or fragile toys stay at home as the school cannot accept responsibility for any loss or breakage. Dangerous toys such as knives, swords, spears, guns etc. are not to be brought to school. Weapons as toys, even if not dangerous are not to be brought to school, unless a special event is being held where these may be appropriate.

Mobile Phones
Students should not bring mobile phones to school. If they are needed for some reason (eg for an emergency or special occasion) they should be handed to the teacher or Principal for safe-keeping and collected at the end of the day.

Smoking
Smoking is not permitted in the school buildings or school grounds, or outside the school gates under any circumstances.
School Banking
Children may bring money to school on the nominated day each week if they have a School Bank Book.
• Children new to the school will receive an application form from the Bank through the school inviting them to open an account. Other children may receive an application form on request. The money and deposit books are to be sent to school in the wallet provided.
Please fill in the details of deposit each week.

Library
Children are able to borrow two books at a time from the library during lunchtimes or library class. Children borrowing books should have a library bag to keep the books in good condition. If a book is lost or damaged at home, it is expected that parents will pay the replacement cost.

Art
All children are required to have an Art Smock at school and must wear their Art Smock during art sessions.

Book Club
Book Club operates throughout the school with two issues being offered to students each term. The Book Club offers popular titles at discounted prices and the school earns commission from all sales. There is no obligation to purchase books.

School Costs and Payments

Ambulance
Unless families are Ambulance subscribers or Health Care Card holders, parents will be responsible for the cost of Ambulance transportation. In case of an emergency, we will ring 000 straight away as our training instructs us to. Valuable time can be wasted ringing parents or others when it’s an emergency.

Parent Payments
These are as follows:
• essential education items; parents and guardians are required to pay the school to provide for their child. (Stationery, text books and school uniforms also need to be purchased.) Booklists will be provided to inform what is required for your child the following year.
• optional education items; offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (for example, school magazines or extra-curricular programs or activities)
• voluntary contributions; parents/guardians are invited to donate to the school.

Payments for 2018 were as follows, and should be much the same for 2019:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Term 1 (UniSports)</td>
<td>$90.00</td>
<td>All students</td>
</tr>
<tr>
<td>Essential Resources (including online resources)</td>
<td>$60</td>
<td>All Students</td>
</tr>
<tr>
<td>Voluntary Contribution</td>
<td>$20.00</td>
<td>All students</td>
</tr>
</tbody>
</table>
We accept payment by cheque, cash or Bpay, in full or in small regular payments (eg. $20 per fortnight).

Reader pouches, swimming and online charges are to be paid by end of Term 1.

**Eligibility for the Schoolkids Bonus**

**Eligible families**
To be eligible, you must be a parent or carer who gets Family Tax Benefit Part A for a dependent child attending primary or secondary education. From 1 January 2018, you also need to satisfy an [income test](#).

**Information Communication Technologies**
We aim to provide a 21st Century education and in doing so have a range of ICT devices for students to use in class, such as PCs, laptops, iPads and netbooks.

**Conveyance Allowance**
A Conveyance Allowance is available for eligible students who live more than 4.8 km by the shortest practicable route from the nearest government school or a student who lives more than 4.8km to the nearest bus stop where that bus travels to the nearest government school.
If you think you may be eligible, please contact the school to discuss or to complete appropriate forms.

**Bus Travel**
There is one bus that services the Lal Lal Primary School. It comes from Elaine/Mt Doran and travels through to Buninyong and is not exclusive for Lal Lal Primary School Students. This service is free.
If you think your child may be eligible to travel on this bus please contact the school as a bus application form must be submitted and permission granted before bus travel commences. Parents are asked to park on the same side of the road that the bus stops, to drop off / collect their children so that their children do not have to cross the road. If your children will be travelling by bus, please discuss safety and responsible behaviour whilst on the bus.
*On some days the bus does not run because Buninyong PS has a pupil-free day, however you will be informed well ahead of time which days that will be.*

**Changes to Travel Arrangements**
If bus travellers know they are going to be absent, it would be of great assistance if you could inform the bus driver. The school should be notified of any changes to your child’s travel arrangements in writing.

**School Community Involvement**
In delivering a diverse quality educational program, which meets the needs of its students, Lal Lal Primary School values the close liaison and working relationships with its school community members in order to:
- Support teaching and learning programs and activities.
- Support students’ welfare and discipline procedures.
- Provide a partnership in teaching and learning activities.
- Provide valued assistance in classroom programs.
- Support the School Council in the development and maintenance of the school grounds, play areas and buildings.

**School Council**

The School Council Members include both parents and staff, all of whom have a strong interest in the school and the desire to contribute to the ongoing improvement of the school. The Council meets on a monthly basis to discuss various matters and to receive reports. I welcome all Parents to consider a role on the School Council in the coming years as it is a great opportunity to have a direct involvement in your child’s education.

**School Council President 2018/2019: Melissa Donald**

**Parents’ Club**

The aims of our Parents’ Club are:
- To promote fun and friendship
- To work in conjunction with the teachers and the School Council, to improve amenities at the school, and therefore improve the education of children.

Our PC usually meets once a month for about an hour. Parents’ Clubs are active fund-raisers for the school and assist in the implementation of many school activities, such as fundraising, craft days, hot lunches and social functions. The annual meeting is usually held in November of each year and there is a representative on School Council whose report is included in SC business.

**Parents’ Club President 2018/2019: Kelly Hamilton**

**Playgroup**

Playgroup is held on one morning a week (day to be arranged annually) 9am – 11am during school terms, however preschool students often enjoy playing with the school students from 11:00- 11:30. It’s a good chance for staff to catch up with parents too. All pre-school children are welcome. Parents are asked to bring a piece of fruit to share. During playgroup, parents are expected to fully supervise their children especially when they are outside (The gate must be closed).

**Playgroup Co-ordinator 2019: To be advised**

**Parent Helpers in Classrooms**

Parent helpers are a great asset to our school and are very welcome to take part in the class programs if teachers request assistance or invite parents to participate. Before beginning as a parent helper it is expected that you meet with the Principal to discuss and sign our *Volunteers and Privacy in the School Community agreement*. If you are helping in your child’s classroom or on an activity, you will need a current Working with Children check. The office required a copy of this card. When assisting in the classroom you must sign in and out at the office.