Context

Leongatha Primary School is the largest primary school within the former Gippsland Region with a student population of approximately 600 students, an increase of nearly 50 students over the period of the last strategic plan, and growing. Leongatha is a service town for the rural industries of South Gippsland especially the dairy industry and specifically Murray Goulburn. The rise in population has also been mirrored by an increase in our SFGO from 0.3903 in 2011 to 0.4528 in 2015. This change, in our demographic, has had a noticeable change in our client base and the need to modify many of our programs to match student needs.

Leongatha P.S. is a major stakeholder in the Leongatha Education Precinct which was established following the co-location of the Secondary College, Specialist School, TAFE and Primary School onto a single site. While each partner maintains their individual identity, there is a developing co-operation which facilitates a smooth transition for students.

Leongatha Primary School prides itself in being a dynamic school which provides a curriculum based on our motto “Learning for Life”. Our school aims to develop students who are innovative, creative and global citizens.

The school staff has been a traditionally stable cohort with very little change. In 2014, this was challenged with a high staff turnover involving 8 staff leaving, mainly due to family leave. Leongatha Primary School remains a highly sought after school with its reputation encouraging many applicants for advertised positions.

The Leongatha community is a great support for the school with many parents and community members actively supporting the school in a variety of ways including School Council, sub committees, facilities and in classroom support.

Leongatha Primary School, in its new surrounds, is an exciting place to learn, where children feel safe to inquire and investigate.

Leongatha PS has based its Instruction model on the Walker Learning Approach and all students have ownership of their own Investigations. Our students are Visible Learners, who work closely with their teachers to have an understanding of, and ownership for, their learning. Our school is part of an international research program with Michael Fullan to improve “Deep Learning” and develop “21st Century” Learning Skills. Leongatha Primary School is an international partner with close friendships with our sister schools in China and Indonesia.

Standards

At Leongatha P.S

- The school fosters close links with parents and the broader school community through its commitment to open and regular communications.
- The school commits to the active sharing of its vision and goals to ensure school community engagement in the school’s strategic plan.
- The school guarantees all students access to a broad, balanced and flexible curriculum including skills for learning and life.
- The school provides a safe and stimulating learning environment to ensure all students can achieve their full potential.
- All students will receive instruction that is adapted to their individual needs.
SCHOOL ORGANISATION

TEACHING TEAMS

The classes and teachers at Leongatha are organised into five units:

- Preps
- Grade 1 - 2
- Grade 3 - 4
- Grade 5 - 6

Our teams plan and work together each week.

DISPLAN

The school has a Displan (Disaster plan), which outlines the procedure to be followed in case of an emergency. In the event of this procedure being implemented children will not be dismissed until the supervising officer deems it appropriate and safe to do so.

HOUSE SYSTEM

A House system operates at the school:

- Johnston – Red
- Wightman – Blue
- Herrald – Green
- Strzelecki - Yellow

House Captains and Vice Captains are elected from the Grade 6’s and encouraged to take a leadership role within the school. Children are encouraged to be active team members and support their house in internal and external sporting events as well as class activities.

SCHOOL CAPTAINS

Four Grade 6 students are selected by the Principal following recommendations from the staff at the beginning of the school year to be School Captains. School Captains are responsible for such duties as welcoming and responding to guest speakers, receiving school awards and providing student leadership. School Captains cannot be nominated as House Captains.

Junior School Council - Student reps are chosen by their peers in Grades 3→6. School Captains are Leaders of the SRC.

MONEY

Most payments can now be made online through Compass, however, at times money will need to be brought to school. Please ensure that money is sealed in an envelope and clearly marked with your child’s name and grade and given to the teacher on arrival at school.

Please do not send children with loose money. Money for lunch orders needs to be in a clearly labelled envelope. Teachers will not be held responsible for lost money. Bus money should also be kept in a safe envelope or wallet.
BOOK CLUB

Scholastic are the providers of the school’s book club program, which offers children a quality selection of reasonably priced books. Our aim is to encourage children to enjoy, value and own books. Order forms are sent home every couple of months - but purchasing books is optional. The selection is appropriate to the reading/interest level of the children.

SCHOOL CROSSING SUPERVISION

There are two supervised school crossings outside the school: Nerrena Road and Horn Street. Please instruct your child/ren to use these crossings for their safety.

CONTACTING YOUR CLASSROOM TEACHER

At times, you will need to contact your teacher to tell them important information, concerns or queries. The best way to contact classroom teachers is via email. The mornings are very hectic and it is hard to talk to parents when the teachers are busy trying to help the students unpack and get ready for tuning in. You will find your classroom teacher’s email on Compass. The teachers are on their emails every day (Monday-Friday).

A regular Prep and Grade One newsletter is sent out as well as the school newsletter which is also emailed out to parents once a week to keep you updated with what is happening in the school.

COMPASS SCHOOL MANAGER

Compass School Manager is a whole school administration package. It is used by Leongatha Primary School to streamline many school operations, from attendance, communication to and from teachers, excursion management and student school reports. When your child is enrolled and the system is activated you will be able to log in using your secure password through the school website or later on an App.

As a Parent you have access to …

My News -
- displays attendance information
- view the grade and school Newsletters
- let you know of special events and excursions concerning your child

Student Profile -
- Attendance - lets you review your child’s attendance record and allows you to ‘write a note’ for absences
- Student Schedule - allows you to view your child’s schedule/timetable
- Communication - allows you to email your child’s teachers and book parent/teacher interviews
- Reports - past and present school reports issued each semester

Learning Tasks -
- This allows you to view your child’s learning tasks. These are mini reports on how your child is doing in a number of key subjects. These learning tasks occur on a regular basis through the term.
SCHOOL UNIFORMS

SCHOOL UNIFORM

We expect all children to take pride in wearing our attractive school clothing. The basic LPS colours are green and white with a gold emblem.

Please ensure that all items of clothing are clearly marked with your child’s name.

School Uniform is available to purchase online from the Buxwear website http://shop.buxwear.com.au

When choosing the delivery option you need to select “pick up from store”, then your uniform will be delivered to the school office free of charge and sent home with your child.

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress - Green &amp; White Check</td>
<td>Shorts – Green</td>
</tr>
<tr>
<td>Polo Shirts - Green, or White</td>
<td>Polo Shirts – Green or White</td>
</tr>
<tr>
<td>Trackpants – Green</td>
<td>Trackpants – Green</td>
</tr>
<tr>
<td>Polo Fleece Windcheater or Vest - Green with Gold Logo</td>
<td>Polo Fleece Windcheater or Vest - Green with Gold Logo</td>
</tr>
<tr>
<td>Shorts - Green &amp; White Check</td>
<td>Cardigan - Green with gold logo</td>
</tr>
<tr>
<td>Cardigan - Green with Gold Logo</td>
<td>Legionnaire Hat - Bottle Green</td>
</tr>
<tr>
<td>Slouch Hat - Bottle Green</td>
<td>Slouch Hat - Bottle Green</td>
</tr>
</tbody>
</table>

ART SMOCKS

For art, a smock or an old shirt should be worn to protect clothing.

LOST PROPERTY AND SECOND HAND CLOTHING

Any lost clothing is placed in the lost property area, which is located in the breezeway next to the toilet block. If items are named they are returned; if not they stay there for a period of time. Unclaimed clothing is then passed on as Second Hand Uniforms which can be purchased at the Salvation Army or St Vincent's Opportunity Shop. A small amount of unclaimed clothing is made up into packs to help needy families.

SCHOOL HATS and SUNSCREEN

Our Sunsmart Policy requires compulsory wearing of school hats in Terms 1 & 4.

Children should also have their own small container of sunscreen in their school bag to apply for hot days and especially on sports days.

The school cannot supply sunscreen due to the risk of allergies.
CHILDREN’S HEALTH

CHILDREN’S WELLFARE

Regular attendance ensures smooth progress and helps positive social development. However, if your child is ill, home is the best place to be, for their own well being and that of the other children in the grade. Reasons for your child’s absence should be entered on our Compass reporting program.

Our sick bay at school is equipped to deal with minor injuries. A number of staff at the school are trained in First Aid and therefore, are qualified to deal with most of the illnesses or injuries that occasionally occur at school. However, in the case of emergencies, an ambulance may be called to transport the patient to an appropriate medical facility. The school’s policy is to phone parents or the emergency contact if the illness or injury is serious. Parents are well advised to be paid up members of the Ambulance service.

SIGN OUT SLIP

Parents/Guardians are asked to fill in a sign out slip at the office and complete the sign out book when collecting children from school during school hours. They then take the green sign out slip to the classroom teacher. This is a safety precaution so we know where children are at all times during school hours.

INDIVIDUAL STUDENT INFORMATION AND EMERGENCY CONTACT

Personal information and emergency contact numbers are kept for each child at the school. It is imperative that the school has your current daily telephone number and that of a responsible friend or relation who can be easily contacted by the school. To enable staff to provide appropriate care for students with a serious/chronic medical condition, (such as asthma) parents are requested to complete a specific medical treatment form available from the school office.

PERSONAL MEDICATION

When students need to take prescription medication while at school, a form must be completed giving the teacher permission to do so. These forms are available at the office and must be completed and handed to the classroom teacher.

INFECTIOUS DISEASES ATTENDANCE GUIDE

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERMAN MEASLES</td>
<td>Until recovered - at least four days from onset of rash.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>At least seven days.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Medical certificate or two weeks.</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>Home until fully treated.</td>
</tr>
<tr>
<td>SCARLET FEVER</td>
<td>Medical Certificate.</td>
</tr>
<tr>
<td>HEPATITIS</td>
<td>Medical Certificate.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Home until treated.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Home until treated, all sores must be covered.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>DIARRHOEA</td>
<td>Until diarrhoea ceases.</td>
</tr>
<tr>
<td>SLAP FACE</td>
<td>Not restricted - infectious period is prior to the “Slap face” becoming visible. However, there may be a risk for pregnant women, who should consult their doctor for advice.</td>
</tr>
</tbody>
</table>
HEAD LICE

Unfortunately, from time to time, we need to inform parents that outbreaks of head lice have occurred. Head lice in schools are always very difficult to eradicate and outbreaks occur at irregular intervals. While we make every attempt to keep parents informed when outbreaks occur, it is necessary for parents to also take the time to regularly check their child’s hair and **notify the school if headlice are present**. Children with headlice MUST NOT return to school until they have been treated with an appropriate lotion that can be purchased at any pharmacy. All of the eggs must be removed from the hair before children return to school. A signed "Head Lice Treatment" reply slip is to be accompanying the child on their return to school.

**What to Look For**

*Headlice are tiny insects that lay “nits” or tiny whitish eggs on the base of the hair follicle close to the scalp.*

Parents should understand that headlice are not a result of being unclean but a common problem experienced by many children at school where heads come in close contact with others.

**IMMUNISATION**

Immunisation Certificates are necessary for enrolment and must be provided before students start school.

**AEROSOL CANS**

Aerosol cans are not appropriate for school, including swimming, camps and excursions. Students are encouraged to use roll-on or stick deodorants if necessary.
CURRICULUM

The school has a well established comprehensive curriculum that covers eight Key Learning Areas. Literacy and Numeracy are a priority and the school also recognises the importance of The Arts, Technology, Physical Education, Languages, Science, and General Studies based on The National AUSVELS curriculum as mandated. Our school has adopted the Walker Learning Approach to establish a consistent approach to instruction based on a developmental framework for the students focus on independence and inquiry. Special features of our school include outdoor education, intensive swimming programs, instrumental music, interschool sport, integration, peer support and information technology.

This curriculum aims to develop a positive learning environment for all students to enable them to

a) acquire key learning behaviours.
b) be able to apply skills and knowledge.
c) develop a sense of responsibility and respect for others.
d) become efficient team members in preparation for their role in society.

DEVELOPMENTAL CURRICULUM/INQUIRY LEARNING

Following research across Australia that showed a declining level of oral language in children commencing school, Leongatha Primary School decided to instigate the Developmental Curriculum, initially in Preps, now in all Prep and Grade One and Two classrooms.

The developmental curriculum places emphasis on the child’s oral language, cognitive, physical, social and emotional development.

The program:
• places the child at the centre of the curriculum.
• encourages active engagement by all children
• provides children with opportunities to explore processes rather than just end products, understanding that mistakes are part of learning.

Teachers are integral in this process and must direct, scaffold, extend or intervene with children in order to ensure that they are actively engaged.

Each day will begin with the first hour and a half devoted to investigations by the children stemming from activities and ideas presented by the teacher and/or from the students own interests. The next 2 hour session will be devoted to the teaching of reading and writing, utilizing the children’s investigations as a basis for this learning. After lunch will be devoted to the teaching of specific skills in mathematics.
COMPUTERS AND ICT

At LPS we are committed to incorporating Computer Technology into all areas of the curriculum. The school has implemented a 1:1 iPad program for all students in Grades 3-6 supported by class sets of iPads for Preps to 2.

GLOBALISATION

Leongatha Primary School is nationally recognised for its work as a globally focussed school. Our Language is the studies of China and the Mandarin language. We have a sister school in China with regular staff and student exchanges occurring.

CAMPS AND EXCURSIONS

The sequential camping program is as follows …

Prep ....................... Camp Day at school.
Grade 1 ................. Camp Day at school with after school activities and evening meal.
Grade 2 ............... Camp Day at school with sleep over.
Grade 3 ............... Cowes Camp - 3 days.
Grade 4 ............... Woorabinda Camp - 3 days
Grade 5 ............... Sovereign Hill Camp - 4 days
Grade 6 ............... Wilsons Promontory Camp - 5 days

The above camps and day excursions are planned to support and enrich classroom programs. Children are offered a wide range of first hand experiences supported by pre and post excursion activities. Camping programs are designed to stimulate and challenge the children so that learning may be extended and independence fostered in a socially supportive environment external from the home and school. Wherever possible camps and excursions will be spaced at reasonable intervals throughout the year and parents will be notified through information nights and in writing of proposed activities and costs involved. Parents will be offered the opportunity to pay camp costs by instalments prior to the due date.

TRANSITION

From kindergarten or home to school … in order to make this transition as smooth as possible our Prep Transition program begins in Term 2. Information Sessions are conducted and an orientation program runs throughout Terms 3 & 4. We accept enrolments at any time. A final parent information day is held towards the end of Term 4.

From primary to secondary … in order to make this transition as ‘stress free’ as possible for our exit students an orientation program is conducted. There is also an intensive "Early Birds" program offered in Term 4 for those students considered to be ‘at risk’ during the move to secondary schooling.

The task of educating is a partnership. The greater the trust and cooperation between child, school and parents the more rewarding the partnership
<table>
<thead>
<tr>
<th>CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Enhancement</strong></td>
</tr>
<tr>
<td>• Computer application across the curriculum.</td>
</tr>
<tr>
<td>• Chinese Sister School program and exchange</td>
</tr>
<tr>
<td>• Awards for academic, sport, the Arts, and general achievement.</td>
</tr>
<tr>
<td>• Special theme days.</td>
</tr>
<tr>
<td>• Peer support, Cross-age and buddy systems.</td>
</tr>
<tr>
<td>• Integration of students.</td>
</tr>
<tr>
<td>• Extensive library/resources centre.</td>
</tr>
<tr>
<td>• Annual school magazine - ‘Gatha Gazette’.</td>
</tr>
<tr>
<td>• Human Powered Vehicle Program</td>
</tr>
<tr>
<td>• Boys Group</td>
</tr>
<tr>
<td><strong>Cultural and Artistic</strong></td>
</tr>
<tr>
<td>• Well equipped Music Centre.</td>
</tr>
<tr>
<td>• School choirs.</td>
</tr>
<tr>
<td>• Private Instrumental music tuition (optional) - brass, woodwind, percussion, strings, piano</td>
</tr>
<tr>
<td>• Visiting cultural performers organised through Nexus Arts.</td>
</tr>
<tr>
<td>• Well equipped Art Room.</td>
</tr>
<tr>
<td>• School art displays.</td>
</tr>
<tr>
<td>• Book Week and Book Fair.</td>
</tr>
<tr>
<td>• Festivals and Eisteddfods.</td>
</tr>
<tr>
<td><strong>Sporting and Leisure</strong></td>
</tr>
<tr>
<td>• School, interschool, and state competitions including athletics, swimming, cross country, and team sports.</td>
</tr>
<tr>
<td>• School sports coaching - football, netball, basketball</td>
</tr>
<tr>
<td>• Regular ‘Huff and Puff’ fitness activities</td>
</tr>
<tr>
<td>• Extensive playing fields, fitness track and playground equipment.</td>
</tr>
<tr>
<td>• Perceptual Motor Program.</td>
</tr>
<tr>
<td>• Swimming Program based on AustSwim standards. Prep – Gr 6</td>
</tr>
<tr>
<td>• Road Safety Grade P-3, Bike Education Grade 4+ 6.</td>
</tr>
<tr>
<td><strong>Leadership &amp; Decision Making</strong></td>
</tr>
<tr>
<td>• School Captains.</td>
</tr>
<tr>
<td>• House Captains and Vice Captains.</td>
</tr>
<tr>
<td>• Junior School Council</td>
</tr>
<tr>
<td>• Peer Support Program.</td>
</tr>
<tr>
<td>• Cross Age Tutoring/Buddies</td>
</tr>
<tr>
<td>• Peer Mediation</td>
</tr>
<tr>
<td><strong>Community Links</strong></td>
</tr>
<tr>
<td>• Support of 2 Foster Children through weekly Social Service collections.</td>
</tr>
<tr>
<td>• LAP Program</td>
</tr>
<tr>
<td>• State School’s Relief Fund</td>
</tr>
<tr>
<td>• Support various community appeals.</td>
</tr>
<tr>
<td>• Anzac badges and Remembrance poppies.</td>
</tr>
<tr>
<td>• Local guest speakers supporting classroom programs.</td>
</tr>
<tr>
<td>• After School Care Program.</td>
</tr>
<tr>
<td>• Information Evenings.</td>
</tr>
<tr>
<td>• Parents Training Programs.</td>
</tr>
<tr>
<td>• Extensive parent support in classroom programs.</td>
</tr>
<tr>
<td>• Camping activities and curriculum related excursions.</td>
</tr>
</tbody>
</table>
LUNCHES AND LUNCH ORDERS

LUNCHES AND DRINKS

Your child will need to bring a packed play lunch and lunch to school each day, along with water to drink. Plastic named containers are ideal as glass bottles are not allowed - for obvious safety reasons. Please ensure any drink container is well sealed, as a soggy bag can be upsetting, especially if the drink gets into your child’s lunch or on their books.

CANTEEN LUNCH ORDERS

Our hygienic school canteen operates Monday to Friday from 10.00am to 2.00pm, providing lunches at very reasonable prices. A price list of items sold at the canteen is sent home with the school newsletter at the beginning of each term or can be obtained from the school office at anytime.

The canteen is open during morning recess and at lunchtime. To make a lunch order, simply write your child’s name, grade and order on an envelope and seal the money inside. Envelopes are put into the grade’s lunch order basket, provided in each classroom. Monitors from each class take these baskets to the canteen by recess (10.30). No child will miss out on lunch. If children forget to put their orders in the basket, they can take it directly to the canteen.

Any parents willing to help are most welcome - just give your name at the office or canteen. Volunteers hours are 10.30 to 1.30 approx. For further information please ring the school on 56674600 and ask for the Canteen Manager.
Our school environment has been designed to be safe and stimulating for all students including those with special needs. Tolerance, and acceptance of the rights and points of view of others are considered to be necessary to a student’s all round development. We emphasise courtesy and cooperation between staff and students and many opportunities are provided for positive reinforcement to promote these behaviours.

We believe student management is a joint undertaking between the student, teachers and parents. Because of this, a copy of our Student Welfare And Management (SWAM) booklet is given to each family. Parents are encouraged to read through the booklet with their children. Having an established SWAM policy provides a consistent approach to student behavioural management across the whole school.

Our SWAM policy is based on the premise that behaviour is owned by the individual and therefore the individual is responsible for their behaviour.

Students are made aware of their rights and responsibilities, the playground and classroom rules and the consequences that will result from breaching these rules.

The school will be using the “Friendly Schools and Families to ensure consistency across the school.

DISTRICT CONSULTANTS

The school has access to a number of district consultants who provide valuable service to our teachers and pupils. These include Guidance Officers, Social Workers and Speech Therapists.

The school coordinator for these service providers is the Assistant Principal – Management & Welfare.
COMMUNICATION AND REPORTING

NEWSLETTER

The weekly school newsletter is published each Thursday and distributed electronically through our Compass Program, facebook page and website. The newsletter is our major communication medium and contains up-to-date information on school news, special happenings, diary dates, coming events, items written by students and other matters of interest to the school community.

Other notices, more specific to individual children or particular grades, may be sent home separately.

CONTACT WITH THE SCHOOL

Parents can normally expect to be able to contact the school at any time between 8.30am and 4.30pm.

Parents are welcome to visit the school at any time, but if you wish to speak to an individual regarding a specific issue, a phone call to arrange an appointment at a mutually suitable time would be most appreciated.

PARENT INFORMATION SESSIONS AND REPORTING

Student/Parent/Teacher Information Sessions are conducted early in Term 1 at which parents are given the opportunity to meet their child’s teacher and go through details of programs that will operate during the year and share information regarding student standards and work expectations. An interview will take place towards the middle of the year to complement the written reports which are provided to parents in June and December. Follow-up conferences may be arranged as required.

We recognise the vital role that parents play in their children’s learning. Consequently, to demonstrate the strategies and methods we use at school, we often conduct programs designed to assist parents in their endeavours to support their child/ren education.

Annual reporting by the Principal and School Council of school operations and achievements takes place in March each year.

COMPASS SCHOOL MANAGER

Compass School Manager is a whole school administration package. It is used by Leongatha Primary School to streamline many school operations, from attendance, communication to and from teachers, excursion management and student school reports. When your child is enrolled and the system is activated you will be able to log in using your secure password through the school website or later on an App.
DATES AND ROUTINES

Children who reach the age of 5 by 30th April may commence school at the beginning of the school year. An enrolment form, plus evidence of birth date and an Immunisation Certificate are required.

Prep grade children follow a special program early in the year. Parents are advised of full details and information about the children’s special orientation program at the Parents Information Day which is organised for the latter half of Term 4.

TERM DATES

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>28th January – 24th March</td>
<td>11th April to 24th June</td>
<td>11th July to 16th September</td>
<td>3rd October to 20th December</td>
</tr>
</tbody>
</table>

BELL TIMES

- 8.45am   Bag Bell - children take bags inside and get ready for class.
- 8.55am   Classes commence.
- 10.30am - 11.00am Morning Recess.
- 12.50pm - 1.00pm Lunch eaten in classrooms or designated eating areas.
- 1.00pm – 1.45pm Lunch play
- 1.45pm - 3.15pm End of afternoon session.

ASSEMBLIES

Assemblies are held every Friday morning and include “Special End of Term” assemblies which are normally held on the final day of term. Assemblies are focussed on the children with student performances and award presentations being regular components. Parents are warmly encouraged to attend.

SUPERVISION

The playground is supervised by teachers during recess and lunch times, from 8.30am to 8.55am and from 3:15 to 3:55pm.

Bus Duty is supervised by 2 teachers from 3.20pm - 3.55pm
Horn Street is supervised by a teacher from 3.20pm - 3.35pm

There are two supervised school crossings outside the school: Nerrena Road and Horn Street. Please encourage children to use these crossings.
DISMISSAL

Children are dismissed at 3.15pm each day and at 2.15pm on the final day of each term. Any change to end of term dismissal will be advised through compass and the school newsletter.

ABSENCE

It is not Okay to be Away.

The Department of Education requires parents to provide written explanation for the absence of any child. We would appreciate your support in developing good habits of punctuality and regular attendance in your child/ren. We need to work together to ensure that your child gains maximum benefit from the curriculum presented at school.

If an occasion occurs when you need to take your child early from school, please complete a “sign out” slip at the general office and present it to the class teacher when collecting the child.

NB: If a person other than a parent is calling for your child, the school needs to be notified in advance.

In the event your child is late or absent it is a Department of Education requirement that an explanation is required. Our Compass system provides the facility for parents to approve and explain student absences. If you are unable to process the absence on compass a written note must be provided to the office. The note must include the child’s name, date of absence, and a reason.
Parent involvement at LPS can take many forms.

CLASSROOM HELPERS

Classroom helpers are warmly encouraged to support our curriculum programs. We conduct a variety of training sessions to help parents with the strategies needed to help children in reading, writing and computer activities. Children gain a great deal from our parent helpers and they’re very much appreciated by staff.

VISITORS BADGES

Visitors to our school such as tradesmen, parent helpers or guest speakers need to wear the LPS visitors badge available from the office.

SCHOOL COUNCIL

This is a good way to really become involved in the business of schooling.

LEARNING ASSISTANCE PROGRAM

For children across the school who have social and learning concerns.

CANTEEN DUTY

Volunteers are most welcome to help with lunch orders and serving children. Please contact our Canteen Manager if you would like to be included in the roster.

SPORTS/CAMPS/EXCURSIONS

There are many opportunities throughout the year to become involved in school activities and every bit of help means better experiences and opportunities for our/your children.
BICYCLES

Storage is provided for approximately 40 bicycles. Riding to school is only recommended for pupils in Years 4 and above. Special permission may be obtained for pupils in Year 3. We discourage young children from riding bikes to school due to their inability to accurately judge traffic movement on the road. Child safety is always our major concern.

For safety reasons children are not allowed to ride bicycles in the school grounds. Bikes must be wheeled to and from the bike storage area. All children must wear an approved safety helmet.

The school cannot accept responsibility for loss or damage to bicycles whilst at school.

Whether your child/ren is/are picked up and dropped off, catch a bus, ride a bike or walk, there are always inherent risks and dangers in coming and going from school.

We would appreciate if parents and children could take the time to carefully read the following information so that we continue to promote a safety conscious community.

NERRENA ROAD AND HORN STREET TRAFFIC/PEDESTRIAN RULES

1. Any parents parking in the car park are to meet their children and walk them back to the car.

2. The car park is NOT to be used as a turning circle at any time.

3. Parents are NOT to park inside the school grounds.

4. All pedestrians use the school crossings (Nerrena Road & Horn Street) where appropriate.

5. All pedestrians are to use the footpaths either side of crossings – no crossing the road.

6. Cyclists are to walk bikes from bike shed and walk bike across school crossing.

7. Cyclists are not to ride bikes on footpath.

8. When dropping off and picking up children either in Nerrena Road or Horn Street be most cautious of buses, other motorists, cyclists and children.

9. Children waiting for busses are not to cross the yellow line which is marked approximately 1 metre from where buses pull up.

Leongatha Primary School - Information Booklet
**BUSES**

A bus service is available to those children who live in the Leongatha township. A charge is paid daily or weekly. (Contact Alan Winterhalter - Proprietor of Winterhalter Bus Lines – phone 56a551145)

Bus enrolment forms are issued to all pre school children prior to the new school year. New enrolments living further than 4.8km from the school must contact the office in relation to bus allocation.

Children wishing to travel on a country bus for a special occasion/reason must have a signed written note in order to obtain a bus pass from the Leongatha Primary School Bus Coordinator. This must be received at least 48 hours prior to the date.

Repeated inappropriate behaviour by any child may result in the child being denied bus travel. The safety of passengers is paramount.

Children travelling by bus are supervised by teachers prior to boarding at the end of the school day.

In the case of new Prep children we strongly recommend that they are picked up from their classroom by their older siblings or a buddy who is going on the same bus. Please see your child’s Prep teacher if a “buddy” needs to be arranged.

The country bus service is only free to those children travelling to their closest Primary School. If Leongatha Primary School is not your closest Primary School, but you still wish to attend you will need to pay a fare to use the bus service.

Please contact the office for any bus queries.
All government schools in Victoria have School Councils. They are legally formed bodies which are given powers to set the key directions of a school. In doing so, a School Council is able to directly influence the quality of education provided to its students.

 RESPONSIBILITIES

The School Council has responsibilities for developing such things as:

- the school’s strategic plan which sets out the main goals and priorities of the school for 3 years.
- the school’s budget which shares out the available resources to enable the plans in the charter to be carried out.
- the general education policy of the school.
- the physical appearance and maintenance of the school’s buildings and grounds.
- the student code of conduct.
- an annual report on the school’s achievements.

Parents on council provide important view points and have valuable skills which help in shaping the direction of our school.

MEMBERSHIP

The following people make up the membership of the current LPS council:

Mr Tim Kemp  President  5662 3183

Elections for membership of School Council are conducted in March each year.

ANNUAL REPORTS

Each year the school is required to report to its community through an annual report of School Council. The Annual Report provides information on student achievement and curriculum delivery at the school. It also provides information about staff development and the school’s financial planning.
Towards the end of each year School Councils throughout Victoria examine finances to determine the resources required to implement curriculum programs in the new school year.

At Leongatha Primary School we strive to provide all children with the best educational opportunities possible - equal to any Government school in the state. It is our belief that Leongatha students should be exposed to educational programs which will nurture interests and develop talents to their full potential. As with most things in life this comes at a cost.

In addition to providing funding for educational facilities and teacher salaries each year, schools receive government grants to cover student needs in terms of general classroom materials and resources for basic curriculum programs. However Leongatha Primary School, like most schools throughout the state, relies upon voluntary parental contributions to supplement curriculum budgets.

We wish to assure you that your contributions are used solely to support and enrich learning opportunities for your children. Part of your payment is spent to provide your child’s individual books and supplies. These are packaged to ensure all children receive the appropriate books and materials for their grade level, whilst at the same time all items are purchased at the lowest possible cost due to our bulk buying arrangements.

The Leongatha Primary School Council sets the parental contribution for the coming year following our end of year curriculum evaluation and finance committee budgetary process.

The school depends on parents’ contributions to support quality programs such as:

- **English & Mathematics Priorities:** Class sets - Big Books - non fiction books and reference material; Maths problem solving material, automatic response programs and applied measurement equipment.
- **Keylinks:** Science/technology equipment and Health and SOSE resource material.
- **The Arts:** Musical instruments and sound equipment. Art/Craft tools and equipment.
- **Library/Resource Centre:** Children’s literature and reference materials. Audio visual - reading and listening posts; video equipment, interactive satellite TV. CD Rom programs for up to date research.
- **Information Technology:** New computers and printers. Access to the Internet. 1:1 iPads in grades 3 to 6 and class sets of iPads for Preps to 2. Software programs to support learning.
- **Physical Education/Sport:** Equipment for gymnastics, athletics, outdoor education and sports.
- **Cultural Performance:** Visiting school artists and cultural performances experienced by children during the year. The cultural programs complement and enrich classroom learning.

**CAMPS SPORTS AND EXCURSION FUND**
Those families who hold a Pensioner Concession Card or Health Care Card are eligible to claim the Camps, Sports & Excursions Fund (CSEF) to support their child’s education. Forms will be sent with the Parental Contributions Letter.
Leongatha has qualified specialist teachers coordinating the following programs:

- Sports Education/Coaching Clinics
- Physical Education
- Swimming
- Visual Arts
- Music
- LAP
- Choirs and School Bands
- Music Instrumental tuition - brass, woodwind, percussion, strings, piano
- Languages (Mandarin)
- Bike Education
- Integration and Special Needs
- Library
- Information Technology

Please note:

The day your child has a specialist program ensure they have the appropriate equipment eg. Library bag, art smock, instrument, footwear, etc.