



LEONGATHA PRIMARY SCHOOL



Information Booklet

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Email: leongatha.ps@education.vic.gov.au

Website: www.leongathaps.vic.edu.au

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SCHOOL CONTACTS

Principal**Assistant Principal – Senior School****Assistant Principal – Junior School****Business Manager****Reception/Secretary****Reception/Secretary****School Council President**

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CONTEXT

Leongatha Primary School is part of the Leongatha Education Precinct, along with the Leongatha Secondary College, the South Gippsland Specialist School and the South Gippsland Bass Coast Local Learning and Employment Network. The primary school buildings include open learning spaces, a learning street and outdoor areas for each class. The Performing Arts Centre (PAC), Library and some of the grounds are shared with the other schools. Access to these resources supports the students in their transition to the Secondary College. Our teachers work closely together in grade level teams to collaborate on curriculum planning and student welfare. Currently there are 28 classes with 5 specialist subject areas. These are Mandarin, Physical Education, Performing Arts/Multimedia, Visual Arts and STEM. The staff comprises of 3 principal class, 43 teachers and 31 support and Education Support staff.

The current school population is in excess of 610 students.

Leongatha Primary School provides a curriculum based on the Victorian Curriculum and aims to develop students who are innovative and creative global citizens.

At Leongatha Primary School we believe that success in literacy is essential for all students. Our aim is to create lifelong readers and writers, fostering a love of literacy, and developing the skills to become literate.

Literacy continues to be a key focus area in our current Strategic Plan. Staff are regularly involved in professional development to ensure they are up to date with current educational research and practices. They are supported in implementing rigorous programs where they are all expected to be able to articulate what their students are learning, how they are progressing and where to take them next. All staff are committed to achieving the highest possible outcomes for our students.

As active learners, our students understand the learning intentions and use success criteria to ensure they are working towards achieving their learning goals.

Understanding how to assess and monitor student progress is critical to this success. Through explicit teaching, staff are able to identify individual needs of students and can develop appropriate programs to cater for these.

At Leongatha Primary School we teach maths through Open Ended Tasks, incorporating the Maths Proficiencies of Fluency, Problem Solving, Reasoning and Understanding. An Open Ended Task is a maths activity where there is more than one way to solve the problem, and often more than one solution. This is where the term 'Open' comes from. For example, instead of asking a student what is 3×8 (which is a closed question because it has only one answer of 24), we flip the problem to

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become ‘the answer is 24, what could the multiplication problem be?’ (this is now an ‘Open Task’ because there is more than one way to solve this problem).

Research shows that offering the maths curriculum using Open Ended Tasks, with both Enablers and Extenders, allows ALL students to find an entry point into the task and then to exit with an increased level of mathematical understanding.

Students use manipulatives (concrete materials like counters, dice or base 10 blocks) from Prep – Grade 6 to support their learning, and are regularly encouraged to explain their mathematical thinking.

Students from Grade Prep – 6 benefit from making mathematical models, experimenting with concrete materials as they problem solve.

Teachers collect and use student work samples in order to direct planning, teaching and assessment that is catered to the needs of every student.

We provide specialist programs for Visual and Performing Arts, Physical Education, STEM and Auslan. We prioritise our students academic, personal and emotional growth by having a dedicated Wellbeing and Inclusion teacher and Learning Specialist teachers who work with students and teachers across the school providing additional support in these areas.

The school has a 1:1 iPad program from years three -six with class sets of iPads for years Prep-Year Two.

Our School Vision

Our school vision was developed in 2019. Students, staff & parents worked hard to create this vision which is displayed proudly around the school.



LPS Vision

To foster kindness, curiosity, confidence and inclusion.
Our students are lifelong learners who set high expectations,
accept challenges and contribute to a global community.



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SCHOOL ORGANISATION

TEACHING TEAMS

Teachers work together in their year level team. They work collaboratively on planning, student welfare to ensure consistency and consistency of practice within each year level. Teams also collaborate across year levels on whole school programs which further ensures consistency for students as they progress through the school.

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.

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.

BOOKCLUB

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. 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.



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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. Please be aware that teachers will respond to your email but it may not always be immediately.

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 using the COMPASS 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.

Girls

Dress - Green & White Check
Polo Shirts - Green, or White
Trackpants – Green
Polo Fleece Windcheater or Vest - Green with
Gold Logo
Shorts - Green & White Check
Cardigan - Green with Gold Logo
Slouch Hat - Bottle Green

Boys

Shorts – Green
Polo Shirts – Green or White
Trackpants – Green
Polo Fleece Windcheater or Vest - Green with
Gold Logo
Cardigan - Green with gold logo
Legionnaire Hat - Bottle Green
Slouch Hat - Bottle Green

You can also purchase plain green pieces of clothing from Target or visit the local op shop and pick up a second-hand uniform.

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.

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CHILDREN'S HEALTH

CHILDREN'S WELFARE

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.

STUDENT EARLY LEAVE PASS

Parents/Guardians are asked to complete the **Early Leave Pass** form on the iPad in the General Office when collecting children from school during school hours. Your child will be called to meet you at the office.

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.

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.

Extract of Schedule 7 – Minimum period of exclusion from primary schools, education and care services premises and children’s services centres for infectious diseases cases and contacts

Highlighted sections indicate changes.

Conditions	Exclusion of cases	Exclusion of Contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	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
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness ^[1]	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	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 Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until 48 hours after initiation of effective therapy	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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	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 immuno-deficiency virus infection (HIV)	Exclusion is not necessary	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 unless considered necessary by the Chief Health officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial —other than meningococcal meningitis)	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 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until 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
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer



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SCHOOL PROGRAMS

THE VICTORIAN 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, Health, and Physical Education, Languages, Science, and General Studies based on The Victorian Curriculum. The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

Special features of our school include outdoor education, intensive swimming programs, instrumental music, interschool sport, Tutoring program, Hand on Learning, School Dogs, Buddy program and Respectful Relationships.

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.

INVESTIGATIONS and INQUIRY AT LPS

At Leongatha Primary School we implement Investigations in the afternoon in the junior area. This approach stemmed from the recognition of the need to give our children the opportunity to develop their oral language skills, to engage all children in their early learning and to extend their social skills and motivation to learn.

Investigation time involves children exploring their own interests, along with learning prompts set out by the teacher to assist children in deepening their understanding of concepts covered during the day.

The program:

- places the child at the centre of the curriculum.
- encourages active engagement by all children.
- provides children with opportunities to learn through play.

Teachers are integral to this process and direct, scaffold, extend and interact with your child in order to ensure that they are actively engaged. The teachers in Prep Team are committed to providing all children with the opportunity to succeed to the best of their ability.

We understand and respect that all children are different and learn in a variety of ways.

Through Investigations we concentrate on developing social and personal skills necessary in life. For example, we encourage independence, self-discipline and respect for others. We support children to build their confidence, develop self-esteem and foster a love of learning and exploring.



COMPUTERS AND ICT

At LPS we are committed to incorporating technology into all areas of the curriculum to improve student outcomes. 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.

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	Melbourne Camp - 3 days
Grade 6	Wilson's Promontory Camp - 3 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. Information regarding camps/excursions are sent out through Compass.

TRANSITION

From kindergarten or home to school ... in order to make this transition as smooth as possible our Prep Transition program '*Step into Prep*' 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 ... Leongatha Primary School works closely with Leongatha Secondary College to ensure the transition process for our Grade 6 students is as seamless as possible.

The task of educating is a partnership. The greater the trust and cooperation between child, school and parents the more rewarding the partnership.

CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS

Educational Enhancement	<ul style="list-style-type: none"> • <i>Technology integration application across the curriculum.</i> • <i>Chinese Sister School program and exchange</i> • <i>Awards for academic, sport, the Arts, and general achievement.</i> • <i>Special theme days.</i> • <i>Peer support, Cross-age and Better Buddies.</i> • <i>Integration of students.</i> • <i>Extensive library/resources centre.</i> • <i>Annual school magazine</i> • <i>Human Powered Vehicle Program</i>
Cultural and Artistic	<ul style="list-style-type: none"> • <i>Well equipped Music Centre.</i> • <i>School choirs.</i> • <i>Private Instrumental music tuition (optional) - brass, woodwind, percussion, strings, piano</i> • <i>Visiting cultural performers organised through Nexus Arts.</i> • <i>Well equipped Art Room.</i> • <i>School art displays.</i> • <i>Book Week and Book Fair.</i> • <i>Festivals and Eisteddfods.</i>
Sporting and Leisure	<ul style="list-style-type: none"> • <i>School, interschool, and state competitions including athletics, swimming, cross country, and team sports.</i> • <i>School sports coaching - football, netball, basketball</i> • <i>Regular 'Huff and Puff' fitness activities</i> • <i>Extensive playing fields, fitness track and playground equipment.</i> • <i>Perceptual Motor Program.</i> • <i>Swimming Program based on AustSwim standards. Prep – Gr 6</i> • <i>Road Safety Grade P-3, Bike Education Grade 4+ 6.</i>
Leadership & Decision Making	<ul style="list-style-type: none"> • <i>School Captains.</i> • <i>House Captains and Vice Captains.</i> • <i>Junior School Council</i> • <i>Peer Support Program.</i> • <i>Cross Age Tutoring/Buddies</i> • <i>Peer Mediation</i>
Community Links	<ul style="list-style-type: none"> • <i>Support our two Foster Children through weekly Social Service collections.</i> • <i>PALS Program</i> • <i>State School's Relief Fund</i> • <i>Support various community appeals.</i> • <i>Anzac badges and Remembrance poppies.</i> • <i>Local guest speakers supporting classroom programs.</i> • <i>Information Evenings.</i> • <i>Parents Training Programs.</i> • <i>Extensive parent support in classroom programs.</i> • <i>Camping activities and curriculum related excursions.</i>

LUNCHEES AND LUNCH ORDERS

LUNCHEES 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.

LUNCH ORDERS

Our hygienic school canteen operates Monday to Friday from 10.00am to 2.00pm, providing lunches at very reasonable price.

Lunch orders can be made via COMPASS and must be entered before 9:45am each morning.

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.



STUDENT WELFARE & MANAGEMENT

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. Leongatha Primary School also has a clear set of values and expectations which support students to feel safe and supported at school.



RESPECTFUL RELATIONSHIPS

Our School is a Lead School in the Respectful Relationships Program. Respectful Relationships supports schools and early childhood settings to promote and model respect, positive attitudes and behaviours. It teaches our children how to build healthy relationships, resilience and confidence.



eSmart

eSmart helps teachers to best manage bullying, cyber bullying and cyber risks so students feel safer and supported at school. It is not a band-aid or a quick fix, and based on documented evidence, it was created to address those issues – and to help schools meet their duty of care. eSmart is a long-term change program designed to educate, track, monitor and prevent bullying and cyber bullying. It helps schools to embrace the benefits of technology while reducing students' exposure to cyber risks.



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COMMUNICATION AND REPORTING

CONTACT WITH THE SCHOOL

Parents can normally expect to be able to contact the school at any time between 8.00am and 4.00pm.

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 the COMPASS 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.

2024 TERM DATES

- Term 1: Tuesday 30 January — Thursday 28 March.
- Term 2: Monday 15 April — Friday 28 June.
- Term 3: Monday 15 July — Friday 20 September.
- Term 4: Monday 7 October — Friday 20 December.

BELL TIMES

8:55am	Start of school day
11:00am - 11:30am	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 Wednesday afternoon and include “Special End of Term” assemblies which are generally 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

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 2.30pm on the final day of each term. Any change to end of term dismissal will be advised through compass and the school newsletter.

ABSENCE

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 an early leave pass on the iPad at the general office and your child will be called to meet you.

**IT'S NOT OK
TO BE AWAY**

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.



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PARENTAL INVOLVEMENT

Parent involvement at LPS can take many forms and is always welcomed and appreciated.



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.

Before you are able to help at school you are required to hold a current Working with Children (WWC) check.

The school has a register of all volunteers with current Working with Children checks. Applications for WWC can be made online at <http://workingwithchildren.vic.gov.au> Volunteer checks are free of charge.

SCHOOL COUNCIL

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

TUTORING PROGRAM

THE Tutor Learning Initiative (TLI) was introduced in 2021 to support students whose learning had been disrupted as a result of the Covid-19 pandemic. TLI provides government schools with funding to employ tutors to deliver targeted small group learning support to students who need it most. The initiative was extended in 2022 and again in 2023 with the focus now on supporting those students who are below or at risk of falling below the National Minimum Standards. Our school has three dedicated tutors who work with small groups of students who are behind in the literacy area.

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.

VISITORS

Visitors to our school such as tradesmen, parent helpers or guest speakers need to sign in at the General Office.

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TRANSPORT

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. The car park is NOT to be used as a turning circle at any time.
2. **Parents are NOT to park inside the school grounds.**
3. **All pedestrians use the school crossings (Nerrena Road & Horn Street) where appropriate.**
4. **All pedestrians are to use the footpaths either side of crossings – no crossing the road.**
5. **Cyclists are to walk bikes from bike shed and walk bike across school crossing.**
6. **Cyclists are not to ride bikes on footpath**
7. **When dropping off and picking up children either in Nerrena Road or Horn Street be most cautious of buses, other motorists, cyclists and children**
8. **Children waiting for busses are not to cross the yellow line which is marked approximately 1 metre from where buses pull up.**



BUSES

A bus service is available to those children who live in the Leongatha township. A charge is paid daily or weekly. Contact WINBUS 0428 551 145

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.



SCHOOL COUNCIL

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:

Emma Stevic	President
Brenton Williams	Vice President
Tim Bolge	Treasurer

Dot Coghlan, Paris Buckley, Peter Slidders, Stuart Cambell, Katrina Houston, Luke White, Reuben Evans, Leesa Pocklington, Prue McCarthy, Byron Hill, Ben O'Leary, Tanya Starkey

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.

PARENTAL PAYMENTS

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 voluntary parental contribution for the coming year following our end of year curriculum evaluation and finance committee budgetary process.

The school depends on parental 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.

SPECIALIST PROGRAMS

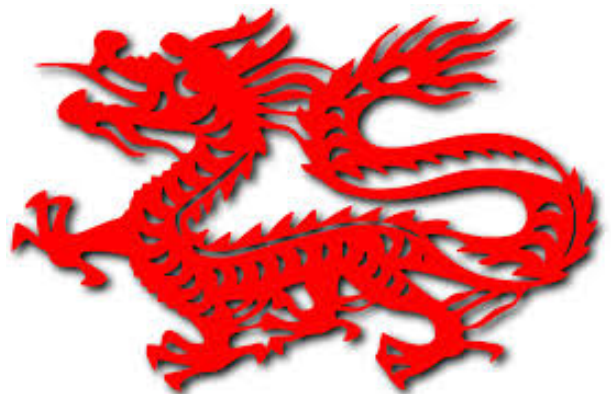
Leongatha has qualified specialist teachers coordinating the following programs:

Sports Education/Coaching Clinics
Physical Education
Swimming
Visual Arts
Performing Arts
Choirs and School Bands
Music Instrumental tuition - Piano, Guitar

Auslan
Bike Education
Inclusion
Library
STEM
Wellbeing Person
School Chaplan

Please note:

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



BE A LEARNER

BE RESPECTFUL

BE RESILIENT