



# Parents Handbook 2017-2018



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# 1. Introduction

## A message to Parents

Thank you for choosing Lucknow Primary School for your child's education.

We look forward to working together to ensure your child has an enriching and fulfilling experience.

We place a great deal of importance on our school providing a happy, safe and caring environment.

Our school values of respect, care, honesty, inclusiveness and commitment are to ensure your child can develop their full potential.

We welcome your participation in your child's educational journey. Please do not hesitate to contact us if there are any matters that need to be discussed.

This booklet provides important details on how our school operates and we encourage you to read it closely so you are well informed on matters you need to know for your child's support.

Marcus Batt  
Principal

Paul Miles  
School Council President

## School Times

08:35 - 08:50 - Yard supervision

08:50 - 10:50 - Session one

10:50 - 11:00 - Children eat recess in class

11:00 - 11:30 - Recess

11:30 - 1:30 - Session two

1:30 - 1:40 - Children eat lunch in class

1:40 - 2:20 - Lunch

2:20 - 3:20 - Session three

3:20 p.m. - Dismissal

## Term dates – 2018

Term 1: 29 January (school teachers start) to 29 March (Thursday) \*

Term 2: 16 April to 29 June

Term 3: 16 July to 21 September

Term 4: 8 October to 21 December

## Vision Statement

At Lucknow Primary School we aim to provide a welcoming community which values learning through shared responsibility.

We seek to develop a caring environment in which we nurture confident, creative and resilient individuals who aspire to be the best they can.

## Values

Value	This means	Behaviour to demonstrate values
Respect	Building relationships based on mutual consideration.	<ul style="list-style-type: none"> <li>▪ We demonstrate commitment to the school's values.</li> <li>▪ We conduct ourselves in a manner that brings credit to colleagues and the school community.</li> <li>▪ We look after our own and other people's property.</li> <li>▪ We care for the environment.</li> <li>▪ We feel safe at school.</li> </ul>
Care	Staff, students and families supporting each other.	<ul style="list-style-type: none"> <li>▪ We speak in a positive manner.</li> <li>▪ We encourage others.</li> <li>▪ We compliment and celebrate others achievements.</li> <li>▪ We can speak to someone trustworthy when things go wrong.</li> </ul>
Honesty	Being open and truthful in our relationships.	<ul style="list-style-type: none"> <li>▪ We speak truthfully.</li> <li>▪ We act in a manner that brings credit to our school.</li> <li>▪ We are sensitive to feelings of others.</li> </ul>
Inclusiveness	Appreciation and acceptance of others.	<ul style="list-style-type: none"> <li>▪ We treat everyone fairly.</li> <li>▪ We respect other people's beliefs, cultures and differences.</li> <li>▪ We include others in work and play.</li> </ul>
Commitment	Giving our best efforts in different situations.	<ul style="list-style-type: none"> <li>▪ We do our best.</li> <li>▪ We complete agreed tasks to the best of our ability.</li> <li>▪ We are willing to learn new skills and extend ourselves.</li> </ul>

## **Our Purpose**

To inspire children to achieve their full potential by developing:

A culture of learning based on positive relationships between students, staff, parents and the wider community.

- Academic and social growth based on our values and learning focus.
- Responsibility for being self-motivated lifelong learners.
- A challenging curriculum appropriate to the needs of all students.
- A caring, stimulating and happy learning environment, which fosters high standards of achievement and behaviour.
- High expectations for all students to achieve their personal best socially, academically, physically and emotionally.



## **Student Learning is based on four critical questions:**

- What do we want students to learn?
- How do we know if they have learnt it?
- What do we do if they don't learn?
- What do we do if they already know it?

## **We believe that teachers are accountable for students' learning and achievement.**

Learning is teacher directed.

Teaching is explicit.

Learning is differentiated according to students needs and learning styles.

Learning is developmental and sequential.

Students are increasingly responsible for the application of their learning.

Students need to regularly reflect on their own learning.

Learning is best achieved when there is a partnership between students, parents/carers and staff.

# Positive Behaviours Beliefs

for staff, students and the school community.



1. Respect and consider the feelings of others.
2. Care for our shared environment.
3. Help each other to make good choices.
4. Value different ways of thinking and being.
5. May treat people differently to treat them fairly.
6. "Bounce Back" when times are tough.
7. Strive to be the best we can be.
8. Build a fun, safe school together.





## School Profile

Lucknow Primary School was established in 1873 and moved from Omeo Highway, Lucknow, to its current site at Howitt Avenue, Eastwood, in 2003.

The move to the new site was in response to the growing development of Eastwood and the need for expanded school grounds and facilities.

The building of the new school was matched by a significant growth in student numbers.

By 2013 the student population had climbed to 550 and with this growth the school has prided itself in maintaining and developing the qualities of being a close knit, supportive community.

The school has a proud history which continues to shape the direction of the school. The school's motto Proud Past - Exciting Future represents how the school community welcomes and embraces future challenges in the context of its rich traditions.

Our school vision is as stated in the previous page.

We also have a whole school approach to student welfare and engagement.

The welfare of students, staff and parents is an underlying consideration in everything that is done, being reflected in many ways; the way we treat each other, expectations of one another and efforts for each other. Our school believes that people are the most important resource and that they all have something to offer.

Every week more than 30 "Special Friend" volunteers come into the school to work with individual children in areas of agreed interest, whether it is social, recreational or academic.

It is our aim to ensure that all see education as an exciting adventure and that the school functions as a learning community.

Parents' and Friends' Club and School Council represent the commitment by our community and are highly active in raising funds for our students and providing community-based decision making processes.

Pride and a strong community spirit are demonstrated in the participation of parents in all school activities. The Parents' and Friends' Club is very active with many worthwhile fund-raising and social activities as well as providing a forum for parents to discuss issues concerning their child's education.

The school is committed to effective communication, taking a pro-active role ensuring people have their say. Consultative processes have been adopted which enable all concerned to be involved. Whole school planning is practiced and can include people from outside the immediate school community.

Lucknow has incorporated technology into the curriculum and is proud of efforts to provide a high level of computer availability for students and staff. The school has banks of Ipads and laptops, providing access to our school Intranet and the Internet. A computer laboratory, as part of our library complex, is available for whole class instruction and access to resources. All classrooms have interactive whiteboards which are playing an increasing role in student learning. Ipads are increasingly used in specialised learning environments.

We have a vibrant and proactive approach to increasing student learning which is based on building staff knowledge about learning. Staff participate in an ongoing process of self-reflection about learning strategies and are supported by coaching to assist their knowledge growth.

We take pride in the standard of our school grounds and facilities and are continually seeking ways to improve them for the benefit of students, staff and the school community.

### **School Programs**

The school has a wide range of programs for students and families.

Examples of what we provide at Lucknow PS include:

- Choir
- School band
- Instrumental music
- Tournament of the minds
- Energy Breakthrough
- Peer Support
- School camps
- Vegetable garden program
- Perceptual Motor Program (PMP)
- University New South Wales (UNSW) competitions

Programs may be added or changed to meet the social or academic needs at a particular time.

### **Specialist Programs**

We provide specialist classes in:

- Library
- Language and Culture
- Visual Arts
- Performing Arts
- Physical Education

Teachers in these learning domains enhance student's skills and knowledge through in-depth application of learning practice that is not always available in the general classrooms.

Students from Prep to Year 6 attend these classes weekly and are highly regarded programs in the school curriculum.

Students who excel in any of these areas can go on to represent the school at regional, state and potentially a national level.



## **School – Be in it.**

From the time you enrol your first child you are encouraged to share in all the activities to do with the school.

### **Why be involved?**

- You have been educating your child since birth, and parents and teachers can become partners in the child's learning once your child starts school.
- Your child always remains the central focus in this partnership.
- Parents can help in many different ways. Not all parents will be able to help at school during the day, but all parents can contribute in some way.

These are ways in which you can become involved:

- be a good listener to your child
- read to your child regularly
- talk to your child about school, especially about the good things
- get to know your child's class teacher and principal
- talk to the teacher about your views and ideas
- attend meetings and other sessions in which explanations are given about what your child does at school - in this way you will learn a lot about the curriculum.

By working together with mutual trust and respect, parents and teachers may make a great contribution to a child's progress and to the quality of the education your child receives.

Follow your personal interests in deciding on your involvement.

Take part in functions organised by the school community by:

- attending social functions
- helping with fund raising
- attending working bees
- visiting displays
- going along to the Parents' Club

Share in the programs by:

- helping with excursions and clubs
- helping with elective studies
- working with teachers to improve school resources
- working with teachers in classrooms

Participate in planning by:

- working with committees and subcommittees
- attending workshops and curriculum days
- attending parent meetings
- joining the school council

## 2. School Council

### School Council

The Lucknow School Council is a body corporate constituted to exercise and discharge various powers and duties in relation to the school.

### Composition

- Parent member category

**President** – Paul Miles

**Vice President** – Sean Sabell

**Treasurer** – Justin Kellow

Julie Hadingham

Sean Sabell

Laura Makings

Wayne Burton

Kristen Blunt

Liz Cook

Rob Hudson

DET member category

Alli Hopkins

Simon Prior

Warren Fyfe

**Executive Officer** – Marcus Batt

### Major responsibilities

The major responsibilities of school councils are laid down in the Education Act and the Education Regulations, through Orders of the Governor-in -Council and through directives issued from time to time by the Minister for Education and the Director of School Education.

The major responsibilities of councils in Schools include:

- Representing the school and its community in reaching agreement with the Department of Education & Early Childhood Development (DEECD) on the school implementation plan
- Determining the education policy, goals and priorities of the school within the framework of the school implementation plan and state-wide guidelines
- Approving the school budget, which includes school generated funds and any sponsorship arrangements consistent with the school's Strategic Plan and annual Implementation Plan implementation
- Entering into contracts for purposes consistent with the school implementation plan maintaining and improving buildings and grounds
- Reporting annually to the school community and the DET
- Making a recommendation to the DET on the appointment of the school principal

- Authorising the employment of non-teaching staff and any staff for short term projects
- Developing the school's Student Dress Code
- Developing the school's Student Code of Conduct as part of the school charter within guidelines set by the DET.
- Stimulating interest in the school
- Conducting educational, social, recreational and cultural activities
- Allowing use of the school's premises by community groups

### **Sub-committees**

This year the school council is operating the following sub-committees:

- Education/Welfare
- Finance
- Buildings and grounds

Members of the school council make up the core of the subcommittees but invite the participation and involvement of other members of the school community. If you would like to serve on one of these sub-committees then please see a school council member.

### **Meetings**

Meetings of the School Council are held on the fourth (4th) Wednesday of the month commencing at 7.30 p.m. in the Staffroom of the School.

The sub-committees meet during the week prior to the general council meeting. Meetings are open for all parents to attend and the Council invites you to take advantage of the opportunity to do so.

### **Fundraising**

#### **Fair**

The Lucknow PS Fair, Lucktoberfest is held biannually, the next being, 2018. A Fair/School committee is involved in the set-up, marketing and execution of this day with activities planned both from our school community and outside community bodies. The money raised goes towards purchasing student resources.

### **School grounds and gardens**

In helping to ensure that everything is kept neat and tidy the School Council has contracted out the tasks of maintaining the gardens as well as mowing the lawns. We employ a handyman to ensure our grounds and facilities are kept at a high standard.

### **3. Parents' and Friends Group**

At Parents and Friends Group we support students and the school community by offering time to help out within the school. This is in a variety of different areas when the need arises through voluntary contribution each member brings to the group.

We meet on the third Monday of every month at 7pm in the Staff Room.

Parents and Friends Group is a relaxed and casual environment, great opportunity to meet other parents and/or friends, voice ideas, support and find out what is happening within the school community

#### **What are the functions of a Parent's and Friends group?**

- Help with Lucktoberfest and hold Scone and Tea Stall
- Host "Welcome" morning tea for new prep families
- Purchased violins for the music program, class set books to assist with literacy in senior classes, table and chairs for the school yard, microwave and preparation table for Alfred Howitt Hall.
- Provided concrete paths, linking up all sections of the school to decrease tracking of mud and dirt
  - Help with "Fresh Fruit Friday"
  - Promote IGA and David Luckes loyalty rewards program
  - Provide 2<sup>nd</sup> hand school uniform
  - Run Mother's and Father's Day Stalls
  - Fundraising – purchase items to assist with education of children
  - Provide and cater grade 6 Graduation
  - Run School Disco
  - Funding for a Gazebo with benches for classes to be able to study outside
  - Help facilitate Meal on Wheels for the Rotary Program

### **4. Enrolments**

#### **Entrance requirements**

Children are eligible to begin school when they are five years old on or before 30th April. Department of Education & Early Childhood Development instructions require parents to provide evidence of the date of birth when enrolments are made.

It is compulsory for a child to enter school once they turn six.

Parents are also required to provide evidence of immunisation. If it is the parent's wish their children not be immunised, a Statuary Declaration is required from the parents stating the same.

#### **Preps**

Because school is a new and tiring experience for small children, pupils in Preps will attend in February every day, except Wednesdays. These days will be kept for assessment of the Prep children and you will be required for 1 hour along with your child for testing. A timetable will be established with times and names

for this assessment to occur. Prep students will begin full time from March or by negotiation with the teacher.

### **The first few days**

The first few days of a child's school life are most important. To make sure that everything goes well we suggest the following:

- Ensure that your child is at school on time.
- Be sure that the route to school is well known.
- Show by your words and actions that you are sure school is a happy place.
- Make sure all items of clothing and other school items are clearly labelled with your child's name.
- Make sure your child knows which food to eat at the appropriate time e.g. banana for "playtime", sandwiches for lunch.
- Parents are requested to accompany their child to the classroom and at home time to come to the classroom to collect their child.

### **Helping in the Classroom**

Parents are encouraged to help in the classroom with activities such as reading, excursions and other activities as directed by the classroom teacher. They are required to sign themselves and any accompanying children (non student) in at the office (for emergency/security reasons) and when leaving the premises sign out at the appropriate time. Parents/guardians will also require a Working with Children (WWC) card to help as a volunteer. These can be obtained online. No fee, except for a passport photo, is required if you register under a volunteer status. The Working With Children Card is valid for 5 years.

### **Police Checks**

Police checks are required for helpers if driving students to and from activities. This includes all excursions, Meals on Wheels and camps. The checks are valid for 3 years after return.

## **5. Uniforms**

The wearing of school uniform is *compulsory* and parents are expected to dress their children in the prescribed uniform.

Parents are encouraged to name all clothing. Items which are located in "lost property" that are not labelled are either recycled as available for purchase as second-hand clothing and/or donated to a local charity.

### **Dress Code**

Colours are navy blue and gold.

Unisex Items:

Navy blue short sleeve polo with logo

Gold short sleeve polo with logo

Navy blue long sleeve polo with logo

Gold long sleeve with logo

Navy blue basic windcheater with logo

Navy blue hooded windcheater with logo

Navy blue fleecy vest with logo  
Bomber jacket Navy blue/gold or Gold/Navy blue  
Navy blue pants or tracksuit pants  
Navy blue leggings (optional)  
Navy blue rugby shorts (mid-thigh length)  
Plain navy/white socks  
Navy slouch hat – with logo  
Navy blue “beanie” in winter –school logo  
Navy blue or yellow scarf  
Lucknow school bag small or large (optional)  
*House coloured shirts* (worn during internal school activities)  
(Note: denim is not permitted)

**Options for girls when dresses are preferred.**

Navy and white checked dress (optional)  
Navy blue pants (under school dress – optional)  
Navy blue or gold long sleeve top  
Navy tights/leggings  
Sportswear to be worn when competing for the school  
Navy blue rugby shorts (mid-thigh length)  
Navy blue/gold polo shirt  
Navy blue netball skirt with navy sports pants (optional)  
Plain Navy/white socks  
Suitable footwear.

**Footwear**

Footwear is part of the uniform. It should be practical and functional for school use and the activities timetabled on that day.

Thongs, scuffs and open toed sandals are not permitted.

**Jewellery/ Headwear/Makeup**

For Safety the following are only permitted:

Studs or small sleepers, signature or flat ring, watch, I.D tags, medical tags

NO facial piercing is permitted.

Navy blue or gold head accessories only

No form of makeup or nail polish is to be worn to school

**Hats**

As part of our policy in ensuring the safety of our students we have a policy that all students **MUST** wear suitable hats when outside at all times, during start of **September to the end of April.**

A suitable hat is one that offers protection to the face, ears and neck. Our school uniform includes two such hats:



- Legionnaires
- Broad Brim

These hats or a plain navy hat of similar protection are the only allowable hats to be worn. **A baseball cap is not suitable.**

During the other terms hats may be worn but they must conform to our uniform. During the cold days students may wear “beanies” that are of our school colours and do not have a logo.

## **SunSmart**

We pride ourselves on being a SunSmart school. With this in mind we have a policy for wearing hats. (See above)

To prevent students from getting lotion in their eyes and discourage any other misuse they are encouraged to come to school wearing sunscreen and not carry lotions in bags.

Sunscreen protection is available at school for excursion use only.

## **Special purpose clothing and equipment**

Children participating in Sport and Physical Education are required to wear suitable clothing, e.g. T-shirt, Shorts, (netball knickers or Sports Skirt for girls) and sneakers.

Protective Clothing should be worn for art activities, e.g. Smock, adult T-shirt, etc. A library bag is required for library borrowing.

## **Lost property**

A large amount of un-named clothing and property is unclaimed. Your co-operation in labelling all possessions is sought.

Our policy is to deal with lost property in the following manner:

- All clothing marked with children's names is promptly returned to the owner.
- Unmarked clothing is placed in the sick bay for a period of one week where it may be claimed by the owner/parent.
- After a period all unclaimed clothing is either bundled up and delivered to a clothing box in town (non uniform items) or washed & sold in our second hand uniform shop.

# **6. Welfare and Management**

## **Code of behaviour**

A Student Code of Conduct is detailed in our School Policies that is available to all families upon request at the office. The student code of conduct is based on our school values of respect, care, inclusiveness, commitment and honesty.

## **Attendance/Absences**

Notifying the school that your child is absent can be communicated via

- Our schoolbag App
- Email
- Phone call

## **Late Passes**

If your child is late to school for any reason, they must obtain a late pass from the office and be marked in as late with a reason e.g. dentist, then hand their late pass to the class teacher.

The school encourages punctuality and acknowledges that regular attendance at school is important. It helps schoolwork, social adjustment and the development of dependability. In the case of all absences it is necessary for the school to receive a written explanation via the School App or email.

In some cases it may be necessary for the school to contact parents concerning absences.

The office staff will send monthly notices home regarding any unexplained absences, which will need to be completed by the parent and returned to school.

## **Absence during school hours**

Children who are removed from the school prior to the end of the day are required to be signed out in the "Early Out" register.

Apart from illness there are only two areas where there is provision for children to be absent from school during school hours.

### **(i) Music Lessons in School Hours:**

If parents wish their children to be exempted from attendance at school to attend music lessons, application for exemption must be made through the school principal.

The following particulars are required-

- The name, age, and year of the child.
- The period of the day for which exemption is desired and the length of time for which exemption is likely to be required.
- The type of instrument learnt.
- Whether the instruction may be obtained locally and whether it is outside or inside of school hours.
- Whether the Principal of the School recommends the exemption sought

### **(ii) Dental/Medical Treatment in School Hours:**

Children in Primary Schools are allowed to attend the dentist/doctor in school hours and shall not be marked absent. If appointments are made during school hours it shall be with the consent of the parents and confirmed with an appointment card. The presentation of the appointment card shall be necessary before children may receive attendance marks.

## **Children leaving the school grounds**

Children who have to leave the school-ground for any reason at all during the school day are asked to either ensure they are picked up by their parents or to bring a note detailing the reason why they need to leave the school-ground and how long they will be absent. The parent/guardian will be required to sign out the student in our "Early Out" register. Children who travel to school by bus are expected to travel home on the bus unless parent notification is presented at school to the contrary.

## **Supervision of children – Yard duty**

Ten (10) minutes prior to the commencement of school at 8:50am teachers are on duty with a teacher in the yard to supervise the children's play and arrival.

At recess and lunchtime there are always three teachers on duty in the yard to supervise the children's play as well as a teacher on duty in the library. Integration aides are also out in the yard supervising students with special needs.

Parents are requested NOT to allow pupils to arrive prior to 8:30am as the school cannot accept responsibility for children arriving earlier than this.

At the completion of the school day bus travellers are supervised until departure. Once the final bus departs at approximately 3:50pm, the school cannot accept responsibility for children remaining in the school grounds and therefore, they may be asked to leave.

The staff of the school seek your co-operation in these matters particularly in the interest of children's safety.

## **Unsupervised rooms**

Children are asked not to enter buildings within the school without a teacher present to supervise. All teachers have been asked to ensure that rooms are locked when the room is not being used.

## **Unauthorised departure from school**

If a child leaves the school grounds without permission (i.e. runs away) from the school the principal will be notified immediately by the class teacher or teacher on duty.

The parent/guardian will then be informed.

The police will be informed when a parent or emergency/contact is unavailable.

## **Misbehaviour between school and home**

While the Department of Education & Early Childhood regulations do not specifically refer to misbehaviour outside the school-grounds, it is their opinion that a Principal is justified in dealing with any misconduct (such as ill-treatment of other pupils on their way to or from school) which, in his/her opinion, may have prejudicial effect upon the tone and discipline of the school.

## **Lunch**

Children who have lunch at school eat together in the classroom under supervision of their teacher.

Children commence lunch at 1:30p.m.

Children who have not finished eating their lunch by 1:40p.m. can continue their lunch in the lunch area around the courtyard.

Children are not permitted to eat anywhere else in the school.

Parents may order lunches from the Goose Gully Golf Greens via a lunch order placed through the school. This is a responsibility of the student/parent, not the school. The store will deliver lunches to school.

A child's diet is very important. We cannot overemphasise the importance of a good breakfast. We have many children who have developed some poor eating habits - these may remain with them throughout their lives if not replaced with good eating habits.

Please ensure you provide your child with a nutritious diet that will provide them with their needs for energy and growth.

### **Wet weather timetable**

A wet day timetable will come into force at the discretion of the teacher on duty.

Once a wet day timetable is in force the following will operate:

- all classes will be bound by the decision
- classes will be supervised by teachers
- no children will be allowed outside except to go to the toilet.

### **Hot Days**

There is no provision for early dismissal on days of extreme heat. However, teachers will provide suitable activities.

We are fortunate in that the School Council has made provision in its budget for air conditioners in all of the school.

### **Toilets**

Toilets are not playing areas and should be used as needed. It is expected that children will not play in or around toilet facilities.

### **Healthy Eating**

Health and Nutrition are important aspects for students development. To support this, we have a Healthy Eating Policy and Program at Lucknow Primary School. Students are encouraged to bring healthy, nutritious food in their lunch boxes and supported to eat these through having scheduled, brain breaks throughout the day.

### **Use of school equipment**

Children who have a pride in their school will care for equipment which has been purchased for them to use and use it in the manner for which it was intended.

A borrowing system exists for sports equipment. Children are expected to strictly adhere to the borrowing system during recess periods. Any equipment maliciously damaged is expected to be replaced.

### **Use of school grounds**

Children are allowed to play in the school-ground after school between 3:20pm and 3:50pm with parent permission and after informing the Principal. Use of or play in school grounds after hours require permission from authorised staff.

## Access to children

It is the policy of the Department of Education & Early Childhood Development that information concerning the whereabouts of children cannot be given to unauthorised persons. A parent living apart from the one with whom the children are living or not listed on the enrolment form must be regarded as an unauthorised person.

Regulations state that "The whereabouts of students must not be divulged to anyone except:

- a person who has parental responsibility
- the police in the course of their duty
- Department of Human Services personnel in the course of their duty
- Officers of the Family Court in the course of their duties."

## Dealing with Strangers

Parents should regularly warn their children of the dangers of accompanying strangers and of accepting anything from them.



## 7. Communication

### Communication

Lucknow Primary School takes pride in the way we communicate with parents. Communication is seen as a two-way process and not just information flow from the school to the parents. Parents are encouraged and given many opportunities to communicate their thoughts, concerns and ideas back to the school so that we can share in producing a school which provides the best education we can for the children.

Examples of such communication processes include: School visits, interviews, School App, newsletters, reports, feedback sheets, surveys, notes, telephone calls, special events etc.

Please feel free to visit the school at any time. However, to facilitate smooth functioning of classrooms, we recommend that parents contact the Principal to arrange a mutually suitable time.

### Skoolbag App

**Skoolbag is a mobile App to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets).**

School notification alerts, school events, school newsletters, school documents, and student absences.



### The Lucknow PS Website

The school website is another form of communication we encourage our parents and school community to explore. There are activities for the family and access to information relative to the school. Access to the website is at [www.lucknow-ps.vic.edu.au](http://www.lucknow-ps.vic.edu.au)

### The Lucknow Bell

A weekly newsletter (The Lucknow Bell) is sent home with the children each Thursday, and we urge all parents to ask their children for the newsletter when they come home each Thursday. The newsletter is available for parents and community groups to convey information concerning community activities. Some newsletters include a feedback sheet asking parents for their thoughts on numerous issues. Information relating to the distribution of Pupil Reports is published in the Newsletter. This occurs on a half yearly basis.

The newsletter can also be accessed through the website [www.lucknow-ps.vic.edu.au](http://www.lucknow-ps.vic.edu.au) or on the School App.

## General Assembly

Assemblies are held each Friday afternoon for the last thirty minutes of the school day which are run by the school leadership team.

Student recognition for their achievements is an important feature of these assemblies with representatives from each class receiving weekly awards for their work and positive role modelling of the school values.

Other student awards are also regularly given out at assembly with student leaders and staff making announcements about activities and programs held within the school.

The National Anthem is sung and student's birthdays are celebrated with the singing of Happy Birthday by the whole school.

Parent and community members are welcome any time to these assemblies.



## **8. Administration**

### **School Policies**

The Staff, Parents and School Council are involved in compiling a range of policies and position statements in relation to Administrative and Curriculum issues and programs. These documents are compiled within the guidelines laid down by the Department of Education & Early Childhood Development.

Our Policies and Programs Booklet is available for inspection upon request.

### **Books & Requisites**

Books and requisites are provided for the use of the children at school. To ensure that we only order the correct number of supplies the parents are presented with a costing form for books and supplies for the coming year, we then bulk buy the books and supplies from a distributor. It is important to note that the books and requisites remain the property of the school but are for the exclusive use of the child.

The Parents' Club offers the service of packaging the books and supplies for the use of each individual student. This is generally only a 'Starter Pack' with the rest of supplies being distributed to classes for use as required throughout the year. Parents pay an amount to cover the cost of the books and requisites for the use of their child. However, parents are free to purchase equivalent student books and other items required elsewhere if they so desire which parents have the option to provide themselves. (A list of books and requisite types is available upon request)

Payment is requested upon pick up of their child/ren's books. A supply of books and requisites are kept at the school for resupply.

### **Homework**

Homework is defined as tasks set by the classroom teacher, depending upon the child's ability, relevant to the work being done at school.

Parents are invited to discuss any aspect of homework with the classroom teacher.

### **Excursions**

From time to time the children will go on excursions so that they have direct experiences related to their classroom studies. These excursions are an integral part of your child's education and as such we would expect that you would allow your child to participate.

Department of Education & Early Childhood Development guidelines regarding safety and supervision will be strictly adhered to.

Parents of any student who faces difficulty in attending an excursion mainly due to financial reasons should contact the Principal to discuss the situation and possibly remedy the problem. Strict confidentiality shall be maintained on these matters.

Children are expected to wear their school uniforms on school excursions.

### **Excursion and Camp Policy**

Our policy on refunding camp/excursions deposits/funds when students:



Don't want to go following the deposit being paid and the deposit due date has passed.

A deposit of 20% of the total camp or excursion cost be kept by the school and is non-refundable. (If the due date has not passed the full refund of the deposit can be given to family).

Pull out 1 week prior to going – due to sickness or extenuating circumstances.

When a student pulls out of going due to extenuating circumstances i.e. sickness (with a medical certificate provided to the school) or a school based recommendation, a refund (less deposit) will be given under authority from the Principal.

Student has been sent home from camp or excursion due to any other reason – no refund.

No payment will be refunded because of bad/inappropriate behaviour. Along with a behaviour contract a clause will be put in contact indicating that no refund will be given if student misbehaves and parents have to collect them.

Payment.

If full payment is not made by the due date required, students will not attend camp unless discussed with Principal.

## **Swimming**

We believe swimming to be an important part of our curriculum. Each child is expected to participate. We hold a block program at the indoor pool. To ensure we have the very best instruction we contract trained instructors to carry out the program. The cost of the program includes entry to the pool, instructors' fees and bus travel.

## **Handwriting**

The Victorian Modern Cursive writing is taught at Lucknow Primary School.

It is important that children learn the correct way of writing and take pride in their work.

## **Library**

The School Library is open regularly. Borrowers must possess a library bag for book protection before they shall be allowed to borrow. All students are requested to return borrowed books by the due date.

Parent co-operation is sought in this matter to ensure books are not lost or damaged. Please report any lost or damaged books to the Librarian as a matter of urgency.

Each classroom is connected by computer to the library to enable direct access and efficient use.

## **Shoes off in Classroom**

At present we have a 'shoes off' in classroom policy at Lucknow PS. All children are requested on entering the classrooms and Library to remove their shoes. Slippers are recommended for use in classrooms. Bare feet are not permitted at any time.

## **School Bank**

Children are given the opportunity of making deposits in the Commonwealth Savings Bank every Thursday. Contact the school for an application pack or more details.

## **Collection of money**

Although we intend to keep costs within the requisites and charges (booklist) requirements, throughout the year money occasionally needs to be paid for extra activities. We ask parents to ensure correct money is sent in a sealed envelope with the students name, class, amount and what activity it is for – clearly labelled.

## **Transfer of students**

Parents are only able to transfer students:

- at the beginning of the school year or the commencement of Term 3 or,
- if parents have had a change of residence or,
- to a school outside the system or,
- the principal of each school involved supports the request.



## **9. Travel**

### **Bus Travellers**

Children living in Wy Yung and West Bairnsdale have the opportunity to travel on a private bus service provided by Dysons Bus-lines. It is the responsibility of the parents to make the necessary payment for this service.

Children living in other areas are transported to school by buses provided by the Department. Depending on the distance from school, access may be given to persons either free or on a fare paying basis. Contact the Bus Coordinator (Eileen Loft) at Bairnsdale Secondary College if unsure of your eligibility. Responsible behaviour is expected of children who travel by bus. If children continually misbehave on a bus, they may be excluded from bus travel and parents will have to make alternative travel arrangements.

Bus travellers will report to the teacher on duty at the bus terminal at the school. When the bus arrives children are expected to board the bus in an orderly fashion. There is to be NO eating on the bus at any time.

### **Conveyance allowance**

Allowance is given to families with school aged children who live further than 4.8kms from the closest school and not on a designated bus run. For more information please contact the school office.

### **Car parking**

Parking is available in Howitt Avenue, Balmoral Crescent, adjacent to the school bus loop and Eastwood Shopping Centre for pick up and drop-off of students. No double parking is allowed and parking infringement notices may be given out if this occurs. Please beware of pedestrians and cyclists.

There are designated "Kiss and Drop" zones in Howitt Avenue and Balmoral Crescent.

To ensure student safety, public parking is not permitted in the staff car park or on the school grounds.

**Please note there is no parking in bus zones.**

### **Bicycles**

With the increase in the number of cyclists at school, parents should be aware of and ensure that their children understand the following:-

- Studies now show that children under the age of 9 should not be riding bicycles to school. Children under the age of 11 should not ride bicycles on public roads.
- Bicycles should be well maintained with adequate safety features and be roadworthy.
- It is a legal requirement that safety helmets be worn.
- There is a shared footway to be used by cyclists and pedestrians. Children are encouraged to use this facility with due caution.
- A bicycle shed is provided for storage of bicycles at school.
- Parent co-operation is sought in our efforts to ensure your child's safety when cycling. Children who ride bicycles to school are requested to walk them from the school gate to the bike racks and vice versa. During the school day the bike racks are out of bounds. Any child who fails to observe safety rules may be excluded from bringing their bike to school.

## 10. Medical

### Sick children

Home is the place for a sick child. A sick child cannot work well and may be a danger to other children. The school has no facilities for caring for sick children.

### Medication

No medication of any kind shall be administered by any staff member unless the parents have sent the medication to school with a written request together with full instructions detailing:

- a) Name of medication/purpose
- b) Dosage
- c) Specific times and dates of all administrations of medication.

This includes the use of Ventolin inhalers, which may be kept on the person, as long as the child has a complete asthma plan at the school and uses their inhaler appropriately. Any misuse of inhalers will see them removed from the person.

### Emergency Information

The school keeps Emergency Information on each child in case of an accident or illness. It is the parents' responsibility to ensure that this information is up to date.

For any child suffering asthma, it is a requirement of the school that a formal "Asthma Management Plan" be completed and kept at the school. This form can be obtained on enrolment and will be updated each year. The school is an Asthma Friendly School.

Please make sure that we have a current phone number where you can be contacted. If you do not have a telephone, or if both parents work, please make sure that the school has the name and phone number of a contact person. Please notify the school of any change of address, telephone number, doctor or if there are any other important details we may need to include in our records, changes can be made via the School App. It should be noted that if a parent or emergency contact cannot be contacted the school will take any action deemed necessary for the welfare of the student.

Ambulance cover is desirable as schools are not covered and children may be transported to hospital using this service in an emergency. **The school will adopt the policy of calling an ambulance if deemed necessary, regardless of costs.**

### Head-lice

The school conducts whole school hair checks every term. DEECD requires that before inspection of students for head lice, a signed consent form allowing inspection of student hair by a trained Head Lice Controller be filled in.

This form is attached to the enrolment form.

Parents are asked to regularly check their children's hair and treat when necessary.

## Other Services To School

- School Nurse - General health matters, readily available when required. School nurse refers to local doctor.
- Psychologist – available by appointment
- Student Counsellor – available by appointment
- Speech Therapist – available by appointment
- Consultants - provide assistance in Maths, Language, and Effective Learning.
- Community Policing Squad - provide assistance when necessary.
- Community Services - provide assistance when necessary.

## Infectious Diseases

Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (eg. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate following at least two negative throat swabs, the first not less than 24hrs after finishing a course of antibiotics and the other 48hrs later	Exclude family/household contact until cleared to return by the Secretary - DHS
Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis A (Infectious Hepatitis)	Until receipt of a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Leprosy	Until approval to return is given by the Secretary DHS	Not excluded
Measles	For at least 4 days after the onset of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of

		appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the first case they may return to school.
Meningococcal infection	Until adequate carrier eradication therapy has been completed	Not excluded if receiving eradication therapy
Mumps	For 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Ringworm, Scabies, Pediculosis (Head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded
Pertussis (Whooping cough)	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Poliomyelitis	Until at least fourteen days after onset of illness and receipt of medical certificate of recovery from infection	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Shigella, Salmonella	Until diarrhoea ceases	Not excluded
Streptococcal infection (inc. Scarlet fever)	Until the child has received antibiotic treatment for at least 24hrs and the child feels well	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded
Typhoid and Paratyphoid	Until approval to return has been given by the	Not excluded unless a medical health officer or a health officer of the

Fevers	Secretary DHS	department of Human Services determines exclusion is necessary.
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

## 11. Emergency Management

- The school has a comprehensive emergency management plan which is linked to relevant state agencies. In the event of an emergency situation that affects school operations (such as floods or bushfire) parents should access the school's website which provides regular updates. Parents who have an active mobile phone number will be informed of an emergency or major event situation through a SMS. Alternatively, parents can get current information from local radio and emergency services websites.

## Notes