

# LPS Handbook



**Welcome to Lucknow Primary School**



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**Carly Miller**  
Principal

# Welcome Message

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 where students thrive.

Our school values of respect, inclusiveness and resilience are the basis of all that we do and ensure your child can develop to 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.

# Vision Statement

Lucknow Primary School is a Professional Learning Community. We value learning for all, through collaboration and shared responsibility. We aim to build an inclusive, caring learning community that respects diversity and nurtures confident, creative and active learners who aspire to be the best they can.





# Our Values

## RESPECT

- We show care towards others, ourselves and our environment.
- We are honest in our words and actions.
- We are thoughtful and considerate in our communication.

## RESILIENCE

- We demonstrate a high commitment to our learning.
- We challenge ourselves to work through the 'Learning Pit'. We can recover from challenges.
- We maintain a positive mindset.

## INCLUSIVENESS

- We build respectful relationships with all students, staff and community.
- We encourage and celebrate others achievements.
- We respect other people's beliefs, cultures and differences.
- Everyone is given opportunities to develop, learn and play.

POSITIVE BEHAVIOUR EXPECTATIONS				
	Respect	Inclusiveness	Resilience	
	<p>We show respect and care for people, belongings and our environment.</p> <p>We solve problems in a caring and thoughtful way.</p> <p>We will listen to our peers and staff members when they are talking and follow instructions appropriately.</p>	<p>We will welcome and accept all involved in our school community.</p> <p>We will support others in their time of need.</p> <p>We will include others in our learning, work and play and value peoples' differences.</p>	<p>To achieve personal success at school we monitor and regulate our emotions by using appropriate strategies that work for us.</p> <p>We are flexible in our ability to work with others.</p> <p>We will bounce back using a green brain when changes and challenges arise.</p>	
	<p>We understand the areas we are allowed to play in.</p> <p>We are kind in the yard by using appropriate language at all times.</p> <p>We play respectfully by using our bodies and equipment appropriately and following the rules of games.</p> <p>We understand and follow SunSmart guidelines.</p>	<p>We make rules of our games together before we start playing.</p> <p>We are open to playing with different people.</p> <p>We accept that everyone has different abilities.</p>	<p>We attempt to solve problems appropriately, understanding when we need to get help from a yard duty teacher.</p> <p>We bounce back from disappointments in the yard.</p> <p>We identify when we need to go and find someone else to play with or something else to do.</p>	
	<p>We will talk, learn, share and work at an appropriate volume.</p> <p>We will behave in a manner that allows students to learn.</p> <p>We care for equipment and keep our space organised.</p>	<p>We recognise and accept that we all have different learning needs, strengths and abilities.</p> <p>We celebrate everyone's achievements.</p>	<p>We use a growth mindset and work through the Learning Pit and other challenges.</p>	
	<p>We understand that when we hear the music it is the signal to get ready for learning.</p> <p>We wait respectfully and calmly at our class or meeting place for our teachers.</p> <p>Teachers and students are BOTH at the agreed meeting place by the bell.</p>	<p>We are mindful of the needs of others when at our agreed meeting spot and moving to the next learning space, in and out of the classroom.</p>	<p>We understand that it is not the position in the group or line we are in, it is where we are going that is important.</p>	
<p>We use the toilets appropriately.</p> <p>We maintain our own privacy and that of others.</p>	<p>We accept that people use the toilet they need to use.</p>	<p>We wait quietly and sensibly.</p>		
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# Teaching & Learning

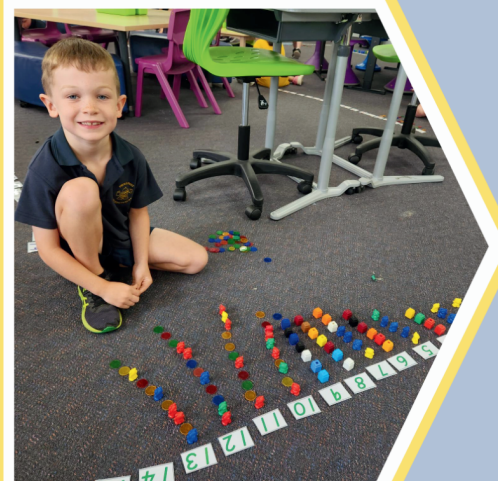
## Our Purpose

***To inspire students 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 wellbeing 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.

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

- Teaching is explicit when needed whilst students are also supported and challenged appropriately.
- 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.



# Specialist Programs



## We provide specialist classes in:

- Visual Arts
- Physical Education
- Music & Culture
- Library
- Outdoor 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 they are highly regarded programs in the school curriculum.

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



# Our Programs

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

**Examples of what we provide at Lucknow PS include:**

- Instrumental Music
- Buddy Program
- School Camps
- Vegetable Garden Program
- Perceptual Motor Program (PMP)
- ICAS-International Competition and Assessments for Schools
- High Ability Program
- Breakfast Club
- Walk to School Friday
- Fitness Fanatics

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



# Get Involved

## Why be involved?

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.

## Supporting at home

- Read with your child regularly
- Encourage your child to talk about school
- Encourage good rest and sleeping habits

## Supporting at school

- Get to know your child's class teacher and principal
- Help in the classroom with morning reading
- Join in Parents and Friends program
- Attend excursions, camps and sporting events
- Provide feedback to the school
- Attend school assemblies to celebrate student achievements and learn what is happening within the school



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



# School Council

The Lucknow School Council has both parent and staff members who work together to represent the voice of the school community.

## The major responsibilities of councils in schools include:

- Representing the school and its community
- Determining the education policy, goals and priorities of the school
- Approving the school budget
- Implementation plan to maintain and improve buildings and grounds.
- Making a recommendation to the DEECD 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 a
- Conducting educational, social, recreational and cultural activities.



## Sub-committees

School Council operates sub-committees for; Education & Welfare, Finance, and Buildings & 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 join one of these sub-committees please contact the school office.

# Enrolments

## Entrance requirements

Students are eligible to begin school when they are five years old on or before the 30th of April. Department of Education & Early Childhood Development 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 required to provide evidence of immunisation. If it is the parent's wish for their child not to be immunised, a Statuary Declaration is required from the parents stating this.

## Prep

Because school is a new and tiring experience for small children, students in Prep will have Wednesdays off in February. These days will be kept for assessment of the Prep children and your child will be required to attend for 1 hour of testing. A timetable will be established with times and names for this assessment to occur. Students will begin full time from March or by negotiation with the teacher.





# Uniform

The wearing of school uniform is *compulsory*. Broad brimmed hats are required from the beginning of September to the end of April, in line with our SunSmart Policy.

## Dress Code:

Our school uniform colours are navy blue and gold. Pants, shorts or shirts can be purchased from any store. Our dresses and logo items, including school bag, hat and sports shirts, can be purchased from *Nicks*, Bairnsdale. Any functional and practical footwear is acceptable.

Please see a copy of our dress code located on our website for more information.



# Communication

Lucknow Primary School takes pride in the way we communicate with parents. Communication is seen as a two-way process between families and school.

If you would like to visit the school, meet with the teacher or the Principal, please contact the office.

## School App

Login details will be provided to access our communication app, uEducateUs. uEducateUs can be used to view and advise on your child's attendance, permission slips, reports, newsletters and upcoming events.

## Newsletters

An informative whole school newsletter (The Lucknow Bell) is issued each fortnight to keep you informed of happenings across the school.

Classroom newsletters are distributed throughout the term to keep you 'in the know' of specific classroom learning and events.

## Website

The school website is another source of information we encourage our parents and school community to explore. Access to the website is at [www.lucknow-ps.vic.edu.au](http://www.lucknow-ps.vic.edu.au)



# Attendance

## Bell times:

8:50am	Session One
10:50am	Students eat recess in class
11:00am	<b>Recess</b>
11:30am	Session Two
1:30pm	Students eat lunch in class
1:40pm	<b>Lunch</b>
2:20pm	Session Three
3:20pm	<b>Dismissal</b>



## Absences

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

- uEducateUs App
- Email
- Phone call

## Late Arrivals & Early Dismissals

Students who arrive late or depart early are required to be signed in/out through the office.

# Healthy Eating

Students are encouraged to bring healthy, nutritious food in their lunch boxes and supported to eat these through having two scheduled brain breaks throughout the day.

## Breakfast Club

We offer a variety of breakfast foods two mornings every week from 8:15am to 8:45am in the hall foyer. The program is open and welcoming to all students at no cost.

## Brain Food Breaks

With long breaks between breakfast, recess and lunch we feel it is important to provide extra 'Brain Food' breaks in between these times. Brain food is a time for students to eat small amounts of healthy food to give them an energy boost. Children will still be required to bring a snack for recess and food for lunch.





# Administration

## School Policies

The Staff, Parents and School Council are involved in developing 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 and is also on the school website.

## Curriculum Contribution

Each individual student receives a 'Starter Pack' on book collection day and then the rest of their supplies are distributed to classes for use as required throughout the year. Parents are invited to pay the curriculum contribution to cover the cost of the books and requisites for their child on book collection day or set up a payment plan.



## Homework

Research shows the most powerful impact you can have on your child's education is to read at home. At Lucknow, our homework program consists of nightly reading of take-home books. Reading done at home can be recorded in their 'Reading and Wellbeing Journal'. This is also a space for students to complete other little activities with a focus on student wellbeing. Nightly reading at home should be a shared and enjoyable experience with your child/ren.

## Swimming

We believe swimming to be an important part of our curriculum for all students. Students in Years Prep to Four attend a program at the indoor pool. Senior classes attend an open water swimming program. The cost of the program includes entry to the pool, instructors' fees and bus travel.



## Camps and Excursions

From time to time the students will go on camps (Grade 3-6) or excursions to enhance their classroom studies and provide life experiences.

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 a camp or excursion due to financial reasons should contact the Principal to discuss the situation and find a solution. Strict confidentiality shall be maintained on these matters.

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

## Camp & Excursion Policy

Our policy on refunding camp or excursion deposits or funds is as following:

- If students don't want to go following the deposit being paid and the deposit due date has passed the amount of 20% of the total camp or excursion cost will 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 back to the family.
- If students pull out 1 week prior to going, due to sickness or 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.
- If a student has been sent home from camp or an excursion due to any other reason there will be no refund.
- No payment will be refunded because of inappropriate behaviour.
- If full payment is not made by the due date required, students will not attend camp unless discussed with Principal.

## Collection of Money

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 student's name, class, amount and what the activity is clearly labelled. Alternatively you will receive a Bpay code and can make payment via Bpay.





# Travel

## Bus Travellers

Students living within close proximity to the school 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.

Students living further than 4.8km and if Lucknow is the closest school can be transported to school by buses provided by the Department. Contact the office to check your eligibility.

Responsible behaviour is expected of students who travel by bus. If students misbehave on a bus, they may be excluded from bus travel and parents will have to make alternative travel arrangements.

At the end of the school day bus travellers will report to the teacher on duty at the bus gate at the school. When the bus arrives children will be checked off the roll before boarding the bus.

## Conveyance Allowance

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

## Car Parking

Parking is available in Howitt Avenue, Balmoral Crescent and Eastwood Shopping Centre for pick-up and drop-off of students. Please beware of pedestrians and cyclists.

There are designated "Kiss and Drop" zones in Howitt Avenue and Balmoral Crescent. These are designed to quickly drop off your child at school without needing to get out of the car.

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

# Medical

## Medication

Any medication to be administered during school hours, requires parents written consent with the following information:

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

## 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, including telephone numbers and emergency contacts. Please ensure changes are made via the school office.

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.

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.



# Thank You

Thank you for taking the time to read our handbook. We endeavour to provide the best possible education and welfare support for your child and pride ourselves on high standards and expectations.

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





## Contact Us

### Phone

03 5152 4662

### Email

[lucknow.ps@education.vic.gov.au](mailto:lucknow.ps@education.vic.gov.au)

### Website

[www.lucknow-ps.vic.gov.au](http://www.lucknow-ps.vic.gov.au)

### Address

35 Howitt Ave, Eastwood, 3875