



LISMORE PRIMARY SCHOOL

77 WILLIAM STREET LISMORE VIC 3324

Email: lismore.ps@edumail.vic.gov.au

Phone: (03) 55962121

Principal: Mrs Jessica Kattwinkel

PARENT HANDBOOK ***2019***





Dear Parents, Carers and Friends,

Thank you for selecting Lismore Primary School for your child. We understand the education we give young people is the greatest gift of all and it is not only a responsibility, but a privilege. In 2019, we are excited to build upon the successful implementation of our phonics program “Sounds Write’ to improve the literacy outcomes for all students. Student wellbeing will also continue to be a focus to enhance the resilience and mindset of our children.

At Lismore Primary School we believe it is really important to recognise that a great school isn’t just about academic achievements;

- * it’s about creativity,
- * it’s about curiosity,
- * it’s about engagement in a broad curriculum,
- * it’s about friendship,
- * it’s about young children living and working together in harmony,
- * it’s about fun,
- * it’s about embracing new opportunities,
- * it’s about developing open and enquiring minds in a changing world.

In 2019 Lismore Primary School will focus on the Improvement Initiative of **Building Practice Excellence**. We will build a culture of continuous improvement based on high quality feedback and build a stimulating learning environment that engages and challenges students in their learning.

At Lismore P.S., we greatly appreciate the involvement of parents in the life of the school and through working together our school will continue to grow and strengthen as it meets the challenges and demands of a rapidly changing world. Parents are encouraged to involve themselves in our school – there is something for everyone and the children love seeing their parents involved.

I hope this Information Booklet provides the answers to many of your questions. However, if at any time you have queries please contact the school or your child’s teacher- timely communication between the home, school and your child is central to our positive school.

Kind Regards,

Jessica Kattwinkel
Principal

TERM DATES 2019

Term 1: 29 January to 5 April (29/30 January Curriculum days)

Term 2: 23 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December

SCHOOL TIMES

8:50am	Doors Open
9:00am	School commences
10:00am	Brain food (Fruit/dairy snack)
11:00am-11:30am	Recess
12:30pm	Brain food (Fruit/dairy snack)
1:30pm- 1:45pm	Eat lunch
1:45pm- 2:30pm	Play
2:30pm- 3:30pm	Class time
3:30pm	Dismissal

These are normal school times. Any changes necessary are notified to parents via the weekly newsletter. This includes notification of days when children are not to attend school (Pupil Free Days and Public Holidays).

Early dismissal of 2.30pm is on the last day of each term.

ENROLMENT INFORMATION

Admission of Pupils

Children beginning school must be 5 years of age by the 30th of April that year for a child to be enrolled. The parent or guardian is required by law to produce evidence of the child's date of birth in the form of **an official birth certificate**. An **Immunisation Status Certificate is required** on enrolment. This can be the certificate sent to you from the Australian Childhood Immunisation Register, or one obtained from the Council Offices is acceptable.

Contact Information

Please fill in the family details on the Enrolment Form accurately and completely. **It is essential that our School has the name, address and telephone number of a person, other than a parent, to contact in case of emergency.** Please ensure that any changes in this information are notified promptly to the Office. It is also a good idea for your child to know of your whereabouts during the day - at work, shopping, visiting, etc.

Settling in Period for Prep Children

During Term 1, Prep children will not attend school on **Wednesdays for the first 4 weeks**. This allows the children to cope with the demands of school, which are so different to the shorter pre-school sessions. All Prep students are required to bring a change of clothes in their bag.

PARENT / TEACHER COMMUNICATION

Achieving good results is dependent on a strong home-school partnership. That partnership is, in turn, dependant on good communication. Parents are encouraged to communicate regularly with teachers to discuss their child's progress in an informal way. Where necessary, please arrange an appointment at a mutually convenient time for an interview.

Reporting Student Progress

A formal written report will be provided at least twice a year. These reports will be sent home with families. At the beginning of the school year students attend school for personalised assessments. Teachers use the information from these assessments to plan for the individual learning needs of all students.

UNIFORM

Lismore Primary School has school uniform which is attractive and practical. This helps develop a sense of unity and pride in our School and must be worn by all students.

Footwear

Children should wear **sensible shoes** to protect their feet. As such, thongs are NOT to be worn. Most children wear runners, which are suitable for all purposes, including Physical Education lessons and sport.

Hats

We have a SunSmart Policy which requires all people at our School to guard against exposure to the sun. It is compulsory for students to wear the school hat from mid August to the end of April. **Hats, with the school logo, can be purchased from the office.** Peaked caps are not permitted to be worn at school.

Lost Property/ Labelling

Please clearly name, in a conspicuous spot, all articles of clothing. On a regular basis we gather numerous unnamed clothing which if not collected is sent to the local charity shop.

We have items of second-hand clothing from time to time, which families have donated as their children grow out of them. These are available, at a minimal price.

Summer Uniform

Boys

Navy shorts and navy or white polo shirt

Girls

Navy shorts or skirt with blue or white polo shirt

Blue and white check dress

Winter Uniform

Boys & Girls

Navy or white polo shirt

Navy track pants

Navy polo fleece jumper with school logo or Navy jumper with school logo

UNIFORMS ARE AVAILABLE FROM THE OFFICE

Hair

Students must ensure that their hair does not create a health or safety risk. Students with long hair will be asked to tie their hair back at school.

Jewellery

Students may wear a watch and small studs or sleeper earrings. Long dangly earrings and/or bracelets and necklaces are **not** permitted.

NEWSLETTER

Our main source of communication with parents is through our school newsletter, the Lismore Primary School Scoop. This is distributed **each Wednesday**. Parents are advised to seek out the newsletter each week as it contains news on a wide range of issues relevant to the whole school, education generally and to the community. Important dates, response slips, changes to school routines, meeting details and opportunities for celebrations are also included. A calendar of events and community information is also included as a regular feature.

In 2019, we are encouraging the distribution of the weekly newsletter by email.

SCHOOL WEBSITE

Our school website also provides an array of information. The weekly newsletter is uploaded each Wednesday and there are a number of school policies on our website for your perusal.

EXCURSION/EVENT CONSENT

Permission for your child to attend all events must be given. Permission Forms will be distributed to students and we ask that you return these promptly along with any payments if required.

Where permission has not been given by a parent or guardian the school is unable to take a child out on an excursion.

ATTENDANCE

Regular attendance is vital for any child to progress at an acceptable rate. Please try to keep absences to a minimum. If a child is returning after any period of absence, please send a note upon their return. The note can be in the student diary, or via a slip of paper. If it is known beforehand that a child will be absent for a long period, parents are requested to discuss this with the class teacher or the Principal.

Arrival Time

It is important that parents make sure their children **arrive at school on time** each day. Arriving late is disruptive to the class and gets the day off to a bad start for the individual concerned, often missing important information. Teachers make their rooms available for students to come in 10 minutes before the start of class. This is an important time for them to settle and organise their belongings, etc, for the day. Parents will be contacted if lateness is becoming a problem.

Early Departure

If you wish to collect your child from school before dismissal time, please call at the office, sign **the Early Departure Register located at the front entrance of the school.**

TRAVELLING TO AND FROM SCHOOL

Bus Travel

Lismore Primary School has a strong relationship with Aitkin Bus Lines, and together we aim for bus travel to and from school to be a safe and happy experience. Bus meetings will be held throughout the year to reinforce expectations of behaviour, with all students knowing the importance of: remaining seated at all times, wearing seat belts, speaking in a quiet voice, listening to and respecting the bus driver; and mutual respect between themselves and other bus travellers. This mutual respect is also expected at bus stops.

Any student who is deemed by the school, Aitkin Bus Lines, or both, to be behaving inappropriately will be given a warning and if necessary a ban from bus travel for at least a week. This is for the safety and well-being of all.

Bicycles

Be aware that children under the age of 9 generally have not developed the capacity to estimate distance or speed of vehicles, so cannot perceive danger in on-road situations.

It is the responsibility of parents to ensure that children can handle their bicycles proficiently and know and observe the rules of the road.

All Students who ride to school are expected to wear helmets.

SCHOOL FEES

Our school fees are kept to a minimum and are an essential part of meeting our school needs. They fund the purchase of student requisites such as paper, books, text books, diaries and other essential equipment. They do not cover the cost of excursions and camps.

PARENT SUPPORT

Parent support is greatly appreciated and can occur in a number of ways including: ongoing communication with classroom teachers; assisting in classrooms; assisting with one off fundraising events; membership of School Council - in fact let us know if you would like to assist and we'll work with you to make the best use of your skills, talents and interest. A current Working With Children Check is required if you would like to help out at school. This can be done online or at the Post Office and is free for volunteers.

SCHOOL COUNCIL / PARENTS & FRIENDS ASSOCIATION

The Lismore Primary School Council is a group of staff and parent representatives who assist in the formulating and monitoring of the educational objectives and priorities. The Council membership is made up of staff and parent representatives and the Principal.

Elections for parent representatives are conducted early in the school year.

Lismore Primary School has a very active Parents & Friends Association who contribute enormously to the fundraising activities conducted for the school. All parents are encouraged to attend PFA meetings where possible and contribute their ideas.

Parents are valued as partners in the education of their child/children. The school considers that parents and the school are a team working to achieve a common goal.

We look forward to your involvement with Lismore Primary School and trust that a close and effective working relationship between the school and home can be established in order to ensure the optimum climate for the education of your children.

SCHOOL CAMPS

Lismore Primary School provides opportunities for students to participate in major excursions and camps. These experiences enable students to extend their learning outside the four walls of the classroom, help to develop character traits of independence and resilience, and work and live collaboratively with others. Camp information for students in years 3-6 including all associated costs will be provided as soon as possible.

SWIMMING PROGRAM

Lismore Primary School participates in an annual swimming program held at the local Lismore Swimming Pool at the beginning of the school year. Students walk to and from the pool throughout a two-week period. All attempts are made to employ a qualified swimming instructor for the duration of the program.

BREAKFAST CLUB

Breakfast Club will be held on Monday and Wednesday mornings during 2019. All students are welcome and encouraged to enjoy breakfast on these days. There is no cost, this is a fully funded program. Breakfast will be available from 8:30am on these days. Students will be rostered on to assist with breakfast club duties.

STUDENT WELLBEING

Lismore Primary School has a strong emphasis on positive education. In 2019, we will continue to implement the 'Growing with Gratitude' program, an evidence based program, that aims to help teachers, students and families easily develop the habits of gratitude, kindness and mindfulness that have been identified as the stepping stones to greater happiness and success. This will be implemented in conjunction with the Respectful Relationships curriculum.

PARENT CONCERNS

Lismore Primary School strives to be a respectful and fair school where complaints are viewed as an opportunity to learn and grow and that individuals have the right to access natural justice. This means that the people involved in a complaint are given fair opportunity to respond to issues raised and to present their views in an atmosphere of respect. We believe that most concerns can be solved by approaching the person with whom the issue is with.

Process

Should a parent query, concern or complaint be classroom specific; making an appointment with the relevant teacher to discuss the issue is the first call to action. The following steps are recommended:

- Raise your concern as soon as possible with the teacher concerned. Please keep in mind that teachers often have before and after-school meetings and that impromptu approaches may not always result in a direct

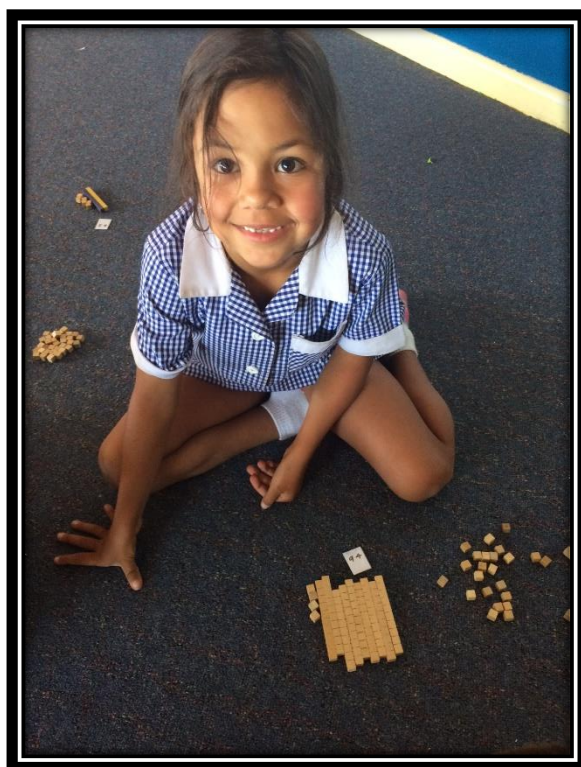
meeting at that time. It is best (unless the matter is urgent and involves the immediate safety of your child) to make an appointment by either writing a request or calling the school and awaiting a response.

- If the matter is not resolved, parents may wish to pursue the issue with the principal by calling to make an appointment.
- Other options may be explored, but the parent may wish to contact Regional Office Complaints Officer should the matter remain unresolved.

STAFFING

Principal	Mrs Jessica Kattwinkel
Business Manager	Ms Michelle McLeod (Tuesday, Wednesday, Thursday 9:00-2:00pm)
Teaching Staff	Mrs Michelle Anderson (Monday, Wednesday, Thursday, Friday) Miss Narelle Lucas (Monday-Thursday)
Specialist Staff	Mrs Gayle Munson MARC Library Van & Physical Education (Monday) Miss Jess Parker ART (Tuesday fortnightly) Mr Kentaro Ikeda Japanese (Friday)
Integration Aide	Mrs Janine Richards (Mornings)
Grounds Maintenance	Mrs Laura Mitchell

Staff and programs are also supported by volunteers in the library and classroom.



A – Z INFORMATION

Art Smocks

ALL students wear Art Smocks when completing Art activities. These are provided by the school.

Asthma Plans

All children who are asthmatic **are required by legislation to have an Asthma Plan from their doctor**. These should be updated annually. Please provide a copy to the office. Students who have asthma should have their own pump in their school bag.

Brain food

At Lismore Primary School, students are provided with a Brain Food time at approximately 10am and 12:30pm. Brain Food time is not a play break. It is a time when students are encouraged to eat small amounts of brain-healthy food that helps maintain the glucose supply to the brain. Students have access to water bottles to enable them to have regular sips of water throughout the day.

Parents/Caregivers are asked to provide children with healthy food options to eat at Brain Food time. The food provided for this snack time should be appropriately stored (e.g. in a separate container). Appropriate Brain Foods are generally unprocessed and ensure a slow release of glucose rather than a quick fix provided by high sugar/fat filled foods, which do not sustain the consistent glucose input the brain requires. Acceptable Brain Foods include:

- Fresh fruit and vegetables (carrot sticks, celery sticks, cucumber sticks, tomatoes), Dried fruit (e.g. apricots, prunes, raisins and sultanas), Rice cakes, Plain unsalted popcorn, Seeds (e.g. sunflower, sesame, tahini, linseed), Chick peas and other legumes, Cheese sticks/cubes, Boiled eggs (already shelled), Yoghurt.

Diaries

Each child is given a school diary which we encourage you to use to ask any questions, share concerns or arrange a meeting. Diaries are sent home each day and are expected back each morning. There will be a clearly labelled diary box for children to put their diaries in when they get to school. Diaries will be signed daily by a teacher and we ask that parents also please sign the diary daily.

Drinks and Food

All students need a water bottle filled with **water only**. Soft drinks are NOT to be consumed at school. Cordial and juice attract the ants and are not helpful in hydrating your child. Chewing gum and lollies are also NOT allowed at school.

First Aid

General first aid is administered by teachers as needed. Teachers are Level 2 first aid trained. In the event of a serious injury or head injury parents or emergency contact will be rung. Teachers on duty carry a small first aid bag.

Fruit Break

Students have a fruit break twice a day to re-energise. Every child is expected to bring at least one piece of fruit in their lunch box each day.

Head lice

Head lice are common at school. Please inform your class teacher if you discover your child has head lice. A note to all parents will be sent home so that all parents can check their children. This helps eliminate the occurrence of head lice if we all act together.

Hot Lunches

Students are able to bring lunch to be heated in the pie warmer during Terms 2 & 3. Lunches need to be clearly labelled.

Library Bags

To borrow books from the Library, students need a library bag (preferably material or strong plastic) clearly marked with their name. New Prep enrolments usually get a library bag early in Term 1, provided by the school.

Medication

If for any reason your child requires medication to be administered during school hours it must be handed to the classroom teacher or office, along with a permission note containing instructions on how and when to administer the medication.

Reader Cover Bags

All students need a navy reader cover bag for home readers and notes. If a student requires a new bag, these can be purchased from the office.

Sickness

We know that young children love coming to school, even when they are unwell. To avoid passing on germs, please ensure that sick children do not come to school.

School Assemblies

School assemblies will be held every Friday afternoon at 3:15pm. Parents are more than welcome to come along to these assemblies.

Valuables

Students are advised that they must take full responsibility for valuable items they bring to school. Large amounts of money and Mobile Phones are **NOT** to be brought to school.

Volunteers and Parents Helpers

We greatly appreciate any time you can give to help out in the classroom and school groups. We can identify an area that suits your interest and special skills, from reading a story, listening to students read, helping with writing, assisting with specialist programs, etc. Look out for information and requests for assistance at the beginning of the year.

ALL PARENTS MUST SIGN IN AT THE OFFICE IF THEY COME TO SCHOOL FOR ANY REASON DURING SCHOOL HOURS.

CONNECT WITH US ...



Keep up with exciting news and events at Lismore Primary School by liking our Facebook Page.

SEESAW APP

We are very excited to continue using the SeeSaw app in 2019 to share students learning and achievements.

For Students

Seesaw empowers students to independently document their learning with built-in creative tools, and provides an authentic audience for their work.

For Families

Seesaw gives families an immediate and personalized window into their child's school day, and makes communication with teachers seamless.

