



LALOR PRIMARY SCHOOL

Creating a path of knowledge



2017 INFORMATION BOOKLET

**26 Maxwell Street,
Lalor 3075**

Telephone: 9465 3037

Fax: 9464 2210

Website: www.lalorps.vic.edu.au

Principal's Welcome

Dear Parents and Families,

On behalf of our learning community I extend to you a warm welcome to Lalor Primary School. Our goal is to ensure that your child meets their full potential in Literacy and Numeracy standards through an engaging and stimulating learning environment. We recognise that all students learn at different rates and have different needs, interests and backgrounds. Our programs are designed to appreciate, develop and cater for these individual differences.

Here at Lalor Primary School we believe that the education process is a partnership between home and school and we seek to involve you in your child's educational program. Your involvement in our school can help your child achieve the best possible learning outcomes.

Working together, we encourage children to strive to be the best that they can be. The building of self confidence comes from a clear emphasis on children's strengths. Our school's key cultural attributes of Learning, Respect, Cooperation, Responsibility and a Safe and Friendly Learning Environment provide us with a shared framework to deal with all issues in a positive way.

As Principal I am available to assist both you and your child in any way I can. Our learning community strives to provide a quality education for everyone.



Trevor Robinson
Principal

General Information

SCHOOL ROUTINE

Class times are as follows:

8.45 am - 10.45 am	Learning Time
10.45 am - 11.25 am	Morning Recess
11.25 am - 1.25 pm	Learning Time
1.25 pm – 1.35 pm	Lunch eaten in the classroom
1.35 pm - 2.15 pm	Lunch Recess
2.15 pm - 3.15 pm	Learning Time
3.15 pm	Dismissal

School Assembly is held every **Monday morning** commencing at **8.45 am**. All parents and guardians are welcome.

Absences

The Department of Education and Early Childhood Development (DEECD) requires parents or guardians to supply a written explanation for the absence of any child. Children should not be absent from school except for illness or extremely pressing family circumstances that should be communicated to the school.



Enrolment Form

All children new to the school must have an official Admission form. There is certain emergency information which must be completed on the form eg. Medical conditions, friend or neighbour contact in an emergency.

Please remember that all information on the form is strictly confidential. It is important that parents inform the school of any change of address, telephone number or emergency contact so that we can readily contact families if students are unwell etc.

Specialist Programs

All students attend three one hour specialist programs each week.

These excellent programs are:

PE - Exploring and developing fundamental motor skills leading to skill development for minor and major games.

The Arts – Performing & Visual Arts - Drama, dance, music and movie making as well as making and creating and responding to a variety of art forms.

LOTE – Our Language other Than English program is Russian. This will be offered to all students in second semester 2017.

Before and After School Care Programs

Our **Before School Care program** runs between 6.30 am and 8.45 am every day and our **After School Care program** operates each day in the Hall from 3.15 pm to 6.30 pm. We also offer additional Student Free Day care depending on bookings.

Parents wishing to use either service for the first time may contact the office for further details or telephone the coordinator, Paula, directly on **9464 7500** during open times.

Students are supervised in the school grounds between 8.30am and 3.30pm.

Before and After School Care is available outside of these hours.

If you require your child to be at the school before or after these hours, Before and After School Care must be organised as the children are not supervised outside these hours.

Book Lists

Booklist order forms are issued during Term 4. Parents are asked to sign and return the order form by the due date.

Commonwealth School Banking

Children have the opportunity to experience saving money through our Commonwealth School Banking program. This is a great opportunity for your child to further develop his/her level of responsibility. All deposits made support our school. More information is available upon request from the office.

Enquiries

Contact can be made with the school in a number of ways:

1. *Through the General Office*

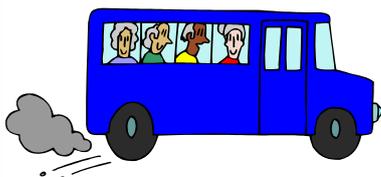
Messages may be left for teachers or appointments may be made with teachers or the Principal, through the Office Staff. Parents may phone 9465 3037 or directly approach the office.

2. *Urgent Messages Only*

Urgent messages may be left for children at the office eg. Your car breaks down and you are unable to pick up your child. To minimise disruption please ensure messages are for emergency reasons only.

3. *Please contact your child's teacher if you have any concerns or questions. The Assistant Principal or Principal are also available to assist you.*

Excursions/Incursions



Excursions and Incursions are an important part of our educational program. They provide experiences for the child which relate to classroom programs and often form the basis for further extension.

For each excursion, children must return a signed permission notice with payment and wear full school uniform. **Without this notice, children cannot attend the excursion.** Teachers generally plan for one incursion per term and at least one excursion per year.

First Aid

As part of our duty of care obligation to students, Lalor Primary School provides first aid facilities and has sufficient staff trained to an appropriate level of competency in first aid.

Staff members will administer first aid when necessary within the limits of their skill, expertise and training.

Attempts will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school. Parents/guardians will be informed of any first aid emergency treatment their child has received.

Every student who has a medical condition, allergy or Life Threatening Illness must have an individual written management plan that is attached to the student's records. These are usually placed on display in the child's classroom, office and/or sick bay.

School Injuries and Insurance

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

*** The Department of Education and Training does not hold accident insurance for school students.**

Other insurance cover is available. The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

Illness

Children should not be sent to school when they are ill. We do not have facilities at the school to cater for children who are unwell and we will need to contact you, or your emergency contact, in this event to collect your child. Therefore, it is extremely important that our records regarding your contact numbers are kept up to date.

During a child's life at school it is possible that a child will contract some of the common diseases of childhood.



The following shows how long your child should be absent:

- ❖ **Chicken Pox:** Until fully recovered and all blisters have dried. Please note some remaining scabs are not an indication for continued exclusion.
- ❖ **Conjunctivitis:** Until discharge from eyes has ceased.
- ❖ **Diarrhoea:** Until there has not been a loose bowel movement for 24 hours.
- ❖ **Head Lice:** Until treated as recommended by the City of Whittlesea, Health Office (see table below).

We ask that parents check their own children's hair regularly and if you find evidence of lice or nits contact the school. Treatment is simple and involves the following steps:

Step 1	Comb any type of hair conditioner (preferably a light coloured one) on to hair.
Step 2	Now comb sections of the hair with a fine tooth, head lice comb.
Step 3	Wipe the conditioner from the comb onto a paper towel or tissue.
Step 4	Look on the tissue and on the comb for lice and eggs.
Step 5	Repeat the combing for every part of the head at least 4 or 5 times.

- ❖ **Hand foot and Mouth disease:** *Until all blisters have dried.*
- ❖ **Impetigo:** Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores and exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.
- ❖ **Measles:** For at least seven days from the appearance of the rash or until medical certificate of recovery is produced.
- ❖ **Ringworm:** The day after appropriate treatment has commenced.
- ❖ **Rubella:** Until fully recovered and at least 4 days from the onset of the rash.
- ❖ **Scarlet Fever:** Until a medical certificate of recovery is produced.
- ❖ **Viral Hepatitis:** Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.
- ❖ **Whooping Cough:** For five days after starting antibiotic treatment.

Late Arrival Process

Children who arrive after 8.45 am must enter the school and proceed quickly to class. The student's classroom teacher will make a note of each late arrival and absence. Time accrued for lateness will be monitored. Parents will be notified if their child is regularly late.

Leaving the School

Children are not permitted to leave the school ground at any time or for any reason without the knowledge and approval of the Principal, the Assistant Principal or the office staff.

All parents collecting students prior to the 3.15pm dismissal time need to report to the office. The end of the day is a busy time in classrooms so we would prefer that students not be collected after 3 pm.

The Early Leavers Book must be signed out by a parent or guardian or one of the child's listed emergency contact people or another adult who the parent has informed the school about at the **office. Please do not go the classroom.**

If you need to amend your emergency contact list please see the office staff to fill in a Personal Details Update form, as all amendments must be in writing.

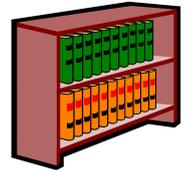
These forms are then stored in your child's file. In the interests of student safety **NO** students are permitted to leave the school before 3.15pm without appropriate adult supervision and without being appropriately signed out.

Back gate access

The back gate is locked at 9.15 am and reopened at 3pm.

Library Borrowing

Children may borrow books from the school library. Parents should ensure that library books are cared for in the home and that they are returned by the due date. You are expected to pay for the replacement of any lost, misplaced or damaged books. All children are asked to bring along a library bag to carry books in.



Lost Property

All clothing, drink bottles, lunch boxes, school bags and so on should be clearly labelled with your child's name. Any lost property can be claimed from the lost property area in the corridor near the office.

Medicines

Parents should notify the classroom teacher, in writing, if their child is to take prescribed medicine during school hours. If the medication is to be of long-term nature parents will be required to complete a medical management plan. The management plan will be filed in the school office medical register.



Meet the Teacher

A 'Meet the Teacher' session is held early in Term One for you, (the parents) to meet with your child's teacher to discuss and share any information or concerns you feel may be important for his/her teacher to know. **This meeting is an opportunity for you to develop a positive partnership with the classroom teacher; it is not a reporting session.**

Money

Payments for school events should be made directly to the classroom teacher.

Parent access to Students

It will be assumed that both parents and guardians will have access to pick up their child unless the school is notified in writing of limited access or child custody cases.

Reporting

Official Parent/Teacher interviews are held twice yearly. Written reports regarding pupil progress are sent home twice per year.

Staff Car Park

Children are not permitted in this area unless supervised by a teacher. Vehicles belonging to parents must not enter the Staff Car Park unless a special pass has been obtained from the office. **These passes are only provided to parents on the grounds of permanent or temporary incapacity of a student.** See the office for further information or to discuss your personal circumstances.

However parents utilising Before and After School Care are able to park in the Staff Car Park before 8.00am and after 4.00pm only.

Parents are not permitted to drive through the school grounds.

School Council

The School Council is the main organisational body which involves parent participation. It is largely responsible for the organisation of and improvement to, the facilities of the school. Decisions made by the School Council are made based on continued consultation with the Principal and Staff.

Meetings are held twice a term. These meetings are open to the entire school community and parents are encouraged to discuss with School Council members any concerns they may have regarding school policy or facilities. This is essential if the School Council is to reflect the wishes and attitudes of the entire school community.

School Crossings

School crossings must be used by the children when crossing the roads. These crossings are located on Maxwell St. and Mackey St. Both crossings are supervised before and after school. Children are expected to follow the supervisor's instructions when using a school crossing.



Community Dental Service

A community school dental service is run by Dental Health Services of Victoria and offers dental care to all primary school children.

For more information contact:
School Dental Services – 9409 8702

School Communication

There are four main forms of communication at Lalor Primary School. To stay informed please be using:

- **Tiqbiz** Download the app on apple or android today and keep up to date with all the news and events at Lalor Primary. Create a login in, choose our school and your child's year level and receive information from us...instantly!
- **Newsletter** Sent home every two weeks with the oldest child in family on Thursdays.
- **Facebook** <https://www.facebook.com/lalorps/> Highlights the great work that we do with students.
- **Website** A list of upcoming events, grade area information and blog as well as all of our policies can be found at www.lalorps.vic.edu.au

Curriculum Days & Student Free Days

Schools participate in four curriculum days every year. Students are not required at school as the staff engage in professional development and review and plan our program.

Please use Tiqbiz, the newsletter and our website to keep up to date as to when these days are occurring. Don't worry, we give you plenty of notice!

Curriculum days for 2017 are: January 30 & 31, March 17 & August 18

Student Free Day: November 6

Classroom Structure

The school is organised into three areas:

Junior School	Prep Year 1 /2
Middle School	Year 3/4
Senior School	Year 5/6

The number of classes varies from year to year depending on the student enrolment.

School Uniform (Dress Code)

All School Uniform will now be available for purchase from the A plus School wear shop located in 21/8 Oleander Drive, South Morang. You can purchase uniform at the shop from Monday – Thursday and every Saturday morning during business hours, online or by completing an order form at school.

All children are expected to comply with the Lalor Primary School Dress Code as approved by School Council.

Our school uniform consists of:

- Short or long sleeved polo t-shirts that must have the school logo.
- Windcheaters, jackets must have the school logo.
- Long pants must be navy without stripes on them.
- Navy shorts or girl's Skorts
- LPS school dress and tunic.
- Lalor Primary School Legionnaire or wide brimmed hats
- Shoes must be closed toe- e.g. runners or school shoes.
- Navy tights permitted

Not school uniform:

- Leggings (even under school dress)
- Netball skirts.
- T-shirts, jumpers without school logo.
- Sandals

Please note that Lalor Primary School is a 'Sun Smart' school and as such, the wearing of the school logo navy legionnaire style or broad brimmed hats are compulsory during terms 1 and terms 4.

School Attributes and Behaviour Management

At Lalor Primary School our key cultural attributes reflect our *shared* beliefs as a school community.

All staff model these attributes daily and work with students to develop a clear understanding of what they mean. Practical examples of the behaviours that demonstrate we accept these attributes are discussed.

Our key cultural attributes are as follows:

LEARNING:	This applies to the way we learn in classrooms and outside. It is about doing the best we can do while allowing others to do their best.
RESPECT:	This applies to the way we treat each other. It covers things like consideration, respect, sexism, insults or racism.
CO OPERATION:	This applies to the ways we solve problems with each other and work and play together.
RESPONSIBILITY:	This applies to the acceptance of responsibility for our learning and behaviour. It covers things like the making of appropriate choices
SAFE AND FRIENDLY ENVIRONMENT:	This covers issues of friendly behaviour towards others, the safe use of equipment and the care of school facilities.

At the beginning of each year students and teachers discuss our attributes, rights and responsibilities.

Teachers work with students to **negotiate** positive class statements that demonstrate commitment to our values. For example;

'We respect and value every member of our classroom.
This means that we ...'

'Learning is important to us. We show this by'

Student Wellbeing

We strongly believe that the educational, social and emotional needs of our students are extremely important. All our staff are dedicated to ensuring that students feel comfortable at school and individual needs are catered for.

Our Wellbeing team is Rae Parrish and Ian Findley.

Term Dates 2017

Term 1	Monday 30 th January – Thursday 31 th March
Term 2	Tuesday 18 th April – Friday 30 th June
Term 3	Monday 17 th July – Friday 22 nd September
Term 4	Monday 9 th October – Friday 22 nd December

Curriculum Days/Student Free Days

January 30 & 31
March 17
August 18
November 6

