

LARA PRIMARY SCHOOL



HANDBOOK

2008

The Lara Primary School community values a love of learning, a sense of fun, unique talents and an inquiring mind. Students are challenged to achieve their personal best in a safe and caring learning environment.

WELCOME TO LARA PRIMARY SCHOOL

Lara Primary School belongs to us all - it is a community school. The students, teachers, parents, carers, non-teaching staff and members of the community all work together to create a positive environment in which the students learn. We are all proud of the excellent reputation Lara PS has in the community and continually strive to improve our achievements. We work with the students so they can Be Healthy, Be Happy, Be Friendly and Belong (to their community). We know your association with the school will be a happy one.

This handbook has been produced to assist parents/carers in knowing all about the school.

The booklet has been organised alphabetically for ease of use. An appendix section contains policies parents may need to know in full. If you are interested in any other policies or school information please refer to our website www.laraps.vic.edu.au or discuss with the class teachers, the Assistant Principal or myself.

We look forward to a long, positive relationship with you and your child/ren.

Yours sincerely,

Anne M Hollander

Anne Hollander
Principal

OUR SCHOOL

Lara Primary School was established in 1965 and is one of three primary schools in the township. Located close to the You Yangs, our school provides for both urban and semi-rural residents. The school population, of approximately 540 students, reflects the combination of long-established, local families and newly arrived residents. Lara Secondary College opened in 2003 and is situated on land adjacent to our school. We have established a relationship with the Secondary College which we will continue to build upon.

The school community is committed to student learning enhanced by a flexible, co-operative and positive climate. Students are supported by a partnership with staff and parents/carers. Parents/carers are encouraged to participate in School Council and its sub-committees, along with classroom, sporting, excursion and grounds maintenance.

An integrated curriculum with an emphasis on literacy and numeracy is offered, caring for each student's individual learning. We follow the Victorian Essential Learning Standards (VELS) for our curriculum and other school policies and programs are based on guidelines from the Department of Education and Early Childhood Development.

The physical environment comprises a combination of permanent and relocatable rooms which are situated in spacious and attractive grounds. Current facilities include a computerised library, a computer laboratory, and computers in the classrooms, art room, music room, a full sized gymnasium and 23 classrooms. An Environmental Multi-Media program is run at Serendip Sanctuary. All students have the opportunity to experience the uniqueness of this program.

Lara Primary School emphasises the value placed on students, parents/carers and staff working in partnership to maximise student learning outcomes.

ABSENCES

If a child is absent, a note must be forwarded informing the school of the reason. (A telephone message or oral explanation is quite acceptable.) This is a legal requirement. Student achievement is influenced by absences. It is the parents' responsibility to ensure regular attendance. Regular absences will be followed up by the class teacher, Carolyn or Anne. Absences are recorded on student reports.

ADDRESS

The school address is: 120 Flinders Avenue PO Box 42
Lara 3212 Lara 3212

Phone Number: 5282 1427
Fax: 5282 2160
Email: lara.ps@edumail.vic.gov.au
Web Address: www.laraps.vic.edu.au

ALLERGIES

If your child is allergic to any medical substances which may be used at school, please advise your child's teacher in writing e.g. antiseptics, sticking plaster, Stingose etc. In classes where there is a student who has anaphylax reaction to peanuts the class is not permitted to have peanut butter sandwiches or peanut snacks.

APPOINTMENTS

We encourage communication between home and school, but it is not possible for teachers, Carolyn or Anne to see you without an appointment. Sometimes the concerns you have are better dealt with by the classroom teacher, rather than the Carolyn or Anne. The office staff will always ask what your concern is so they can direct you to the most suitable person. Appointments are to be made through the office or class teacher. Staff meetings are held every Monday and Tuesday after school. If you need to speak to your child's teacher, it would be appreciated if these times could be avoided. If your child has a concern, please encourage him/her to discuss it with the class teacher, or a teacher on yard duty.

ART SMOCK

An old shirt with elastic inserted in the sleeve is ideal, or you could buy a commercially produced one. This should be clearly marked with the child's name, preferably on the front at chest height. This also helps the art teacher to identify the children. Check that the smock is very roomy and will be comfortable with a jumper underneath. Check also that the length is well below the knees and that there are no back openings. A large smock like this should last for two years.

ASSEMBLIES

We hold whole school assemblies fortnightly in the gym on Fridays from 2.50pm to 3.20pm. These assemblies are presented by the students and family members and friends are most welcome to attend. In addition to this, the children attend assemblies with their grade levels.

ASSISTANT PRINCIPAL

Carolyn Kent-Hughes

ASTHMA

Parents are required to notify teachers of asthma requirements. Students who require asthma puffers should have these close by (in bag or classroom). All new parents are to complete a School Asthma Management Plan and Medication Approval format at the beginning of the school year and these need to be updated when there are changes to treatment and before camps and excursions.

AWARDS

Achievement Awards for excellence, participation or effort provide positive recognition for our students. Such awards are presented at grade assemblies.

BANKING

School Bank: Students' school bank accounts are lodged with the Commonwealth Bank. All new enrolments to the school may use accounts at previous branches or open a new account through the school office. New Prep parents will receive an information pack early in 2008.

OUR BANK DAY IS THURSDAY

BEHAVIOUR POLICY

The school aims to provide a safe, caring and supportive environment for all students, staff and parents. We believe:

- All individuals are to be valued and treated with respect
- Students and staff have the right to work in a safe and secure environment
- Staff/ students expect to work in a cooperative atmosphere
- Parents/carers expect that their children will be educated in a secure environment where care courtesy and respect for the rights and property of others are encouraged
- Parents/carers have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.

Inappropriate behaviour will incur some action. The consequences may include:

- Discussing the behaviour with a teacher
- Apologising
- Cleaning up, repairing or paying for loss or damage
- Being required to complete tasks or duties
- Being asked to stand aside from the group or being placed in an alternative area
- Meetings with parents, teachers or Principal Class
- Establishing an individual behavioural modification plan

Serious and continuous breaches of student conduct guidelines may lead to suspension/expulsion from the school.

In the Classrooms

At the beginning of each year, teachers and students will negotiate class rules and consequences.

You and Your Child's Rights and Responsibilities

RIGHTS of STUDENTS	RESPONSIBILITIES of STUDENTS
* To be safe at school.	* To act so that no hurt or injury occurs * To observe school rules
* To be treated with respect and care.	* To treat others with respect and care.
* To receive recognition for achievements and positive interaction with others.	* To recognise the achievements and positive interaction of others.
* To gain maximum benefit and equal access to all activities without interference from others.	* To participate to the best of each person's ability. * To allow others to work without disruption.
* To express opinions in an acceptable manner.	* To accept others as they are.
* To be treated with fairness and equity.	* To treat others cooperatively with fairness & equity
* To have appropriate access to school facilities	* To respect and care for property and the environment
RIGHTS of PARENTS/CARERS	RESPONSIBILITIES of PARENTS/CARERS
* To be respected and treated as the major influence on a child's development	* To encourage acceptable behaviour in their children. * To treat students, staff and other parents in an acceptable manner
* To expect that the school implements its Student Well-Being and Discipline Program	* To support our Student Well-Being & Discipline Program. * To be aware of and encourage children to observe school rules.
* To be kept informed and to be given the right to express themselves on matters of school operations.	* To provide information to the school which may relate to their child's well-being, or absences.
* To have access to staff at a convenient and mutually arranged time.	* To meet with staff upon request.

BIKES

According to the Road Safety Authority standards it is recommended “that before the age of nine or ten children should not ride a bicycle to school without adult supervision”. We ask you to follow this advice.

Students who ride bicycles to school should be aware that the school takes no responsibility for the security of the bikes. Bikes are to be walked through the school grounds and ridden safely between home and school. The wearing of correctly fitted helmets is compulsory.

If these rules are not obeyed then the privilege of riding a bicycle to school is withdrawn. The students are not permitted to use rollerblades or scooters in the school grounds.

BIRTHDAYS

Unless there are religious or other family reasons for not celebrating birthdays, the children’s birthdays are recognised by the teacher and class. It is permitted for cupcakes (or similar) to be brought for the class to share, but this is purely optional. Please check with your child’s teacher in regard to their class birthday routine.

BOOK BOXES

Parents receive some minimal supplies in a book box when paying school fees/levies. The majority of student supplies are distributed by the class teacher.

BOOKLISTS

Booklists are sent home towards the end of the year outlining classroom requisites for the next year, as well as payments required from parents. Pupil supplies are issued when payment is made. The office is open in January for parents to pay their contributions and receive the student supplies. The date is Thursday 24 January from 10am – 6pm. We have kept the booklists to a very reasonable cost and \$25 per family for the voluntary levy.

BRAIN FOOD

All students are encouraged to drink water and eat healthy snacks in class. This helps to keep the brain “switched on”. Students will be able to graze throughout the day on brain food including dried fruit, vegetables such as carrots and celery, seeds and plain wholegrain snacks such as rice crackers. No nuts are permitted. Snacks are to be brought to school in a small named container and will be on student’s tables for the day. Students will only be eating their own snacks and not sharing with others. The way classes organise their snacks will be decided by the teachers and students of each individual class and therefore may be different from class to class.

BRAIN GYM

Brain Gym is a program where various physical movements and breathing are done to increase the amount of oxygen in the brain and to switch on the brain for better concentration and learning. The teachers use Brain Gym in classrooms to maximise student learning.

BUDDIES

All students are involved in a Buddy Program. At the beginning of the year classes are “Buddied Up” and throughout the year they are involved in activities together. One of the highlights is the assembly item they present to the school on a Friday during the year.

BULLYING

Lara Primary School does not tolerate bullying or harassment in any form.

All members of the School Community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. Set class and yard procedures are enforced to address bullying and inappropriate behaviour. Please reinforce with your child to speak to the yard duty teacher then the classroom teacher if they are feeling threatened or unsafe. Parental concerns regarding bullying should be directed to the classroom teacher or our student welfare co-ordinator.

BUS

Parents / carers can check with the office staff regarding the bus route and times. If you wish to use the school bus you must live more than 4.8 kms from the school. Any child living more than 4.8 kms from the school maybe entitled to reimbursement for travel costs. A claim form is available at the office. The school bus covers some outlying areas. It is a shared service between the three Government schools in Lara, Little River and Anakie.

BUS BEHAVIOUR

Early in the year parent/carers and students will receive the Bus Policy and behaviour consequences documents. It is possible that students will be suspended from using the bus service for unacceptable behaviour.

CAMPS

The grade three children participate in a one day pre-camp activity. Children in grades 4–6 take part in overnight camps each year. They spend three days away in grades four, then three days in the Learning groups. Details of camps and costs are given to parents/carers at the beginning of each year, with an instalment payment plan available.

CANTEEN

The School Canteen is operated by a private company contracted by School Council and provides healthy food choices. The canteen operates from Wednesday to Friday. Lunches are available on these days. The Canteen has a strict NO CREDIT policy and is open for counter sales at morning recess and lunchtime each day. A menu is distributed early in the year.

We request that Preps do not have counter sales at recess and lunch for term 1. Lunch orders can be made in the normal way through the lunch basket.

How to order lunch

To order, place correct money inside a paper bag and clearly write the child's name, grade and order, on the outside on the lower half of the bag. This is then placed in the canteen/lunch basket in the classroom.

Example of a lunch order -
(Prices are an example only;
Please check the canteen
price list for current prices)

(Top)	
Mary Brown Prep Room 1	
1 salad roll	\$3.00
1 apple	\$0.70
	<u>\$3.70</u>

CASUAL REPLACEMENT TEACHERS (CRT)

When your child's teacher is ill or absent a casual replacement teacher will teach the class. We expect students to respect and cooperate with these teachers the same as they would for their class teacher.

CHEWING GUM

Chewing gum and bubble gum are not permitted at school.

CHRISTIAN RELIGIOUS EDUCATION

Christian Religious Education sessions of 30 minutes duration per week are conducted by accredited teachers who visit the school. The agreed syllabus is the one that is followed and a cost covers materials. The sessions will depend on the availability of teachers. Parents/carers are able to withdraw their children from this program if they wish to do so by indicating on the booklist or writing a note to the office.

CLASSROOMS

Students are not permitted to enter classrooms unless supervised by a teacher.

CURRICULUM

Our curriculum is based on developing sound skills in Literacy, Numeracy and Information and Communication Technology (ICT) through an Integrated Curriculum approach. We are developing a curriculum that encourages students to take ownership of their learning and provides opportunities for students to investigate areas of interest. Problem-solving and thinking skills are emphasised. The curriculum follows the standards set out in the Victorian Essential Learnings.

CURRICULUM DAYS

Four pupil-free days for curriculum development and a 3 way meetings (students, teacher, parent), are held throughout the year. Out of School Hours Care provides a program on these days depending on numbers. The Curriculum day in term 4 will be held on the Monday before the Melbourne Cup public holiday meaning families have a 4 day break. The school will be closed for these days.

The dates for 2008 are

Term 1 – Thursday 6 March

Term 2 - Thursday 26 June

Term 3 – Tuesday 19 August

Term 4 – Monday 3 November

CUSTODY RESTRICTIONS

It is vital that the school be kept informed of any access or custody restrictions. Photocopies of any orders must be given to the office.

DETENTIONS

Students may be required to do detention for inappropriate behaviour in the yard or classroom. Parents are asked to support the school in this matter. Students may be detained for 1/2 the recess or lunch break without parent permission.

DIGITAL GAMES: These expensive games/toys can cause disruption to class and are therefore not permitted at school.

DISCIPLINE PROCEDURES

(See Behaviour Policy and Bullying)

DISMISSAL

Classes are dismissed at 3.30pm

On the last day of terms 1, 2, 3 dismissal time is 2.30pm

On the last day of term 4 dismissal time is 1.00pm.

DISPLAN

Lara Primary has developed a set of emergency procedures called DISPLAN. The emergency plan for ensuring all are safe is practised regularly and then reviewed. Part of the emergency procedure is to ensure that access to the school is kept clear especially in the driveway and that the personal details of each child are kept up-to-date. A copy of the DISPLAN is distributed to parents/carers early in the year.

DRIVEWAY

Please do not use the school driveway to drop off or collect your child, as this is provided for staff and official visitors to the school. A drop-off zone is provided at the front of the school. Parents/carers may also park on streets close to the front of the school – a car-park is also provided at the back of the school.

DONATIONS

Donations of items useful in classes include plastic containers, small boxes, magazines and catalogues with coloured pictures, buttons, material, cotton reels, etc. Please contact your child's teacher or the Art teachers before bringing donated goods.

DOGS

For safety reasons, dogs are not permitted on school grounds during school hours.

EARLY DISMISSAL

Although it is preferable for medical and dental appointments to be made outside school hours, if you need to collect your child early from school (e.g. appointment or emergency), you should complete the appropriate form at the office and take it to the classroom teacher to indicate early dismissal has been approved.

EARRINGS

Students with pierced ears must wear standard size studs or small sleepers (see Dress Code Policy). No other types of earrings are permitted.

EASTER HOLIDAYS

In 2008 the Easter Holidays are during Term 1 (21 – 24 March). This is connected to term 1 holidays.

HAIR

Hair should be clean, neat and tidy. Shoulder length hair is to be kept tied back at all times. No hair sprays, rinses etc. in bright colours are to be sprayed onto hair.

HATS

The wearing of school hats is compulsory for terms 1 and 4. If students choose to wear a hat for Term 2 and 3, it must be a school hat. School hats must be broad-brimmed or bucket style. Caps are not permitted as they do not protect the neck and ears from the sun. If students graffiti or take the binding off the brim a new hat will need to be purchased.

HEADLICE

Parents/carers must regularly check their own children for infestation. Teachers are not permitted to do this. If head lice are found, parents should immediately seek treatment, and notify the school. Infected students are excluded until appropriate treatment has commenced. A student with head lice can be treated one evening and return to school the next day. Presence of eggs in the hair is not cause for exclusion only live lice.

More information can be obtained through the Department of Human Services' Website at: www.dhs.vic.gov.au/phd/headlice. A leaflet is also available from the office.

HEALTH

It is important that the teacher knows of any medical condition a student may have, eg. vision, hearing difficulties, asthma, epilepsy, etc. Equally, it is necessary for teachers to know of any medication your child is taking as it allows the teacher to make allowances for any effects from these.

HOMEWORK

The school has a homework policy, which has been set to enable children to:

- learn to set goals and gain a sense of responsibility
- refine the skills of time management and organisation
- extend the link between school, home and the community

The homework set is within the Department of Education and Early Childhood Development guidelines and is as follows:

- Grades Prep - 2 are often not set formal homework, but it is expected that shared reading will be done at home most nights.
- Grades 3 – 6 All students are expected to read each night, either a school selected or enjoyment/leisure based book. They may also be required to complete a task that is related to numeracy or the Integrated Curriculum Inquiry they are undertaking at school. These tasks will be such that all students, regardless of ability, will be able to complete. They will mostly be hands on, problematic tasks rather than formal activity sheets.

ILLNESS

The best place for an ill child is at home. If a child becomes unwell at school and the parent/carer cannot be contacted, the emergency contact will be called. A sick-bay is available for minor problems, or for your child to rest until collected.

IMMUNISATION

An Immunisation Certificate must be provided to the school for every child. Children not immunized, or without a certificate, will be excluded from school as necessary if a child in their class has an infectious disease.

INCLEMENT WEATHER

During inclement weather conditions, we operate an inclement weather timetable at the school, where the children remain indoors with supervising teachers. The most common reasons for implementing this timetable are rain, extreme heat or wind. We have considerable shade cover around the school and all classrooms are air-conditioned, making for quite comfortable conditions for our children. If the weather is inclement before school, early entry to classrooms is permitted with teacher supervision. We do not dismiss early because of inclement weather. If your child experiences any medical problems associated with particular weather conditions, it is very important to advise us of this.

INFECTIOUS DISEASES see appendix.

INTERNET

Students are to use the internet with respect under direct supervision of the teacher. Students and parents must sign a student Code of Conduct for Internet and Network use. Inappropriate use of the internet may lead to losing the right to use it.

INSURANCE

Parents and carers 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 Early Childhood Development does not hold accident insurance for school students.

JEWELLERY

Jewellery is not a part of school uniform and therefore not permitted at school. Students may wear a watch.

JUNIOR SCHOOL COUNCIL

Each year, a Junior School Council is elected by the students, with an elected representative from each grade (grades P-6). The Junior School Council provides an opportunity for students to have input into school operations, to be involved in a democratic process and to raise funds for various charities.

LIBRARY

The Library is a quiet pleasant room. Library lessons are taken for all grades.

Books lost must be replaced - parents will be charged for their replacement cost.

To borrow from the Library, students must have a library bag into which books can be placed.

Green Library bags can be purchased through Bellarine Uniforms.

LOST PROPERTY

All property - clothing, shoes, books, bags, should be clearly **labelled with your child's name**.

Lost Property is kept in the sick bay and may be collected at any time during school hours. At the end of each term, unclaimed lost property is forwarded to a charitable organisation or sold as pre-loved uniform.

If your child brings home someone else's property by mistake, please return it to school promptly.

LITTER

Students are expected to assist in keeping the school grounds clean and tidy. Bins are strategically placed around the school.

LUNCH

Children at Lara Primary School always eat their lunch under supervision of a teacher. Only under exceptional circumstances would we expect that children go home for lunch. The canteen is open on Wednesday, Thursday and Friday's. To help students learn and concentrate, we expect a healthy lunch and recess snack with a minimum of high sugar or high fat foods. Students are not to bring food to school that requires heating or hot water added.

MAKE-UP

Make-Up (for example foundation, lipstick, mascara, eye liner) is not part of school uniform and therefore not permitted to be worn by students.

MAGAZINE

A school magazine is produced towards the end of the year and includes work from every student. These are preordered/prepaid for.

MANDATORY REPORTING

Teachers are required by law to report all cases of suspected abuse or neglect.

MEDICATION

The teacher must be informed in writing of any medication to be taken at school and the correct dosage. Please ensure the child's name and the details for administering medication is attached to the container. Medication is to be brought on a daily basis, unless special permission has been granted by Anne.

MEDICAL ALERT STUDENTS

To ensure we provide the maximum care and safe environment for all students, parents must inform us of any student medical alerts.

MOBILE PHONES

Students are not permitted to have mobile phones at school unless there are special circumstances or arrangements have been made with Anne.

MONEY

If you need to send money to school with your child e.g. for an excursion, please put the note together with the correct money in an envelope which is clearly marked with the child's name, grade and what the money is for. It also helps to staple/tape the sides of the envelope so that the coins don't fall out and get lost.

John Smith Prep X Zoo Excursion

This should be handed to the teacher first thing in the morning as the teacher completes the cashbook to avoid confusion. Please do not send money straight to the office.

Money will not be accepted after the due date unless prior arrangement has been made with Anne.

MUSIC (Private Lessons)

The school implements a Music Program as part of the normal curriculum program for all children. The school works closely with the music school MONEA to offer individual private lessons in a variety of musical instruments. Lessons are on a rotated basis so children taken from regular class do not miss the same subjects each week. You can arrange lesson by phoning Monea on 5229 6889. A second private teacher also provides instruction on drums and guitar. Please contact the school if you wish to obtain more information about this.

NEWSLETTERS

A fortnightly newsletter is distributed to all families and is available on the website www.laraps.vic.edu.au It is important for communication and will contain a range of information relevant to your children. It is sent home with the oldest child in the family and it is very important to read the information it contains.

NOTES

Lots of information comes home in the first few weeks of school, so it pays to check your child's bag each day. The oldest child in the school in your family will usually be the one to bring home any whole-school notices.

OFFICE HOURS

The office will be open from 8.20am to 4.15pm. An answering machine takes messages out of these hours.

OPTIMUM LEARNING CONDITIONS

In order for students to learn to the maximum of their ability we provide the necessary learning conditions. These include the regular drinking of water and nibbling on healthy snacks (brain food), listening to music, providing learning activities in various ways to cater for all learning styles eg reading/writing, mathematical, listening, musical, artistic etc. and encouraging the students to have a say in what and how they wish to learn. These conditions have been shown by research to increase students' learning.

OUT OF SCHOOL HOURS CARE (O.S.H.C)

The Out of School Hours Care Program is outsourced to Camp Australia who runs the entire program. As the school is not responsible for the program all enquiries must be made directly to the Camp Australia head office on 8851 4160.

The program runs daily:

- Before School Care Program operates between 6.45am and 8.45am.
- After School Care program operates from 3.30 to 6.30pm.

The program commences from 2.00pm from Monday 5th February to Friday 2nd March (term 1) for Prep children.

On the last day of term, the program operates from 2.30 to 6.30pm and the last day of the year from 1.00 to 6.30pm

On Curriculum Days, the program will be offered depending on numbers.

Enrolment forms are available from the school office.

All parents will be required to complete an OSHC enrolment form as an emergency back-up. If students are not picked up from school by 3.45pm or an emergency arises and you are unable to pick up your child they will be sent to the OSHC program and a fee charged.

PARENTAL INVOLVEMENT

We encourage parents to participate and become involved in school activities.

Many opportunities are available for parents to offer their help, assistance and expertise.

These include:

School Council and its sub-committees	Sport
Swimming	Classroom programs
Teacher/grade assistance	Gardening
Excursions	Camps

PARENT/TEACHER AND THREE WAY MEETINGS

A "Getting to Know You" meeting is arranged early in the school year to allow parents and teachers to share relevant information. In particular, issues such as health or medical problems need to be discussed at this meeting.

At mid-year, a three way meeting involving students, teachers and parents is held. In June and December, written reports are issued and parents/carers may request a follow up meeting if required

PASSAGEWAYS

Our passageways are often very congested before school, just prior to dismissal time and after school. To try to avoid this and make the passageways as safe as possible we ask parents to wait outside to collect students.

PERMISSION NOTES

When enrolling at the school there are a number of permission notes required to be signed to give the school permission to conduct a variety of activities for the years your child is at Lara Primary School.

These are –

- Internet
- Permission to use photos
- Head Lice Checks
- Parent Participation
- Local Walking Excursions
- Environmental Multimedia Program at Serendip
- Out of School Hours Care

If you change your mind about the permission during your child's schooling you will need to inform the school in writing. Permission notes for excursions, sports events and camps will be sent home prior to the event.

PERSONAL ASSISTANT

As Anne spends 2 days a week in classes and is involved in many meetings, the Personal Assistant, Jan Linaker organises Anne's diary and commitments. Please speak to Jan to make an appointment with Anne.

PERSONAL INFORMATION

It is important that parents' occupations, home, mobile and business telephone numbers and addresses and details of their emergency contacts are kept up to date. Every assistance can then be given to students who become ill or involved in an accident whilst at school.

Please inform the office immediately of any changes to the above-mentioned details.

PHOTOGRAPHS (professional)

School photographs will be taken each year on a specified date. 2008 date: 23rd of April

PHOTOGRAPHS (teacher taken)

Photographs taken by teachers of students may be displayed around the school, used in the school newsletter and magazine or used on our web page. Parents sign a permission form at the time of enrolment which is for the whole time the child is at school for permission to use their child's photo, works or video footage on the internet, in newspaper, being entered into computer competitions eg; ATOM awards, Sprockets and Flares as deemed appropriate by the school. (Surnames will not be used).

PLAY EQUIPMENT

Students are expected to use the equipment in a friendly cooperative way. Unacceptable play may mean students are not permitted to use the equipment. There is junior playground equipment north of the school building.

PLAYGROUND SUPERVISION

The school provides supervision for your children between 8.50 a.m. and 3.45 p.m. each school day. There are always a number of supervising teachers in the yard during each recess and lunchtime, supervision is provided from 8.50 a.m. until school commences, and there is also one teacher at each of the front gate and back of the school at the end of each day. Please ensure that your children are not in the grounds at other times, unless they are officially enrolled in the Outside School Hours Care Program which operates between 6.45 a.m. and 6.30 p.m. each school day. Any students not collected from the front or back of the school by 3.45pm will be returned to the office foyer to await collection.

POLICIES

All policies are approved by School Council. Please ask if you wish to see any school policy. All policies regarding student academic and social issues are available on our web page.

www.laraps.vic.edu.au

PRE LOVED UNIFORM

The Parents and Friends Association runs a pre-loved uniform shop before and after assembly. Items will be very reasonably priced. Donations of uniform can be left at the office.

PREP TIMES 2008

Wednesday 30 January – Friday 1 February – 1.00pm

Monday 4 February – Friday 29 February students attend fulltime 9.00am – 3.30 pm Monday, Tuesday, Thursday and Friday. Wednesday – Non attendance

During the Wednesday, teachers will make appointment times for student assessment (Literacy and Numeracy)

From Monday 3 March – fulltime 5 days 9.00am – 3.30pm

PRINCIPAL

Principal – Anne Hollander

PROGRAM FOR STUDENT WITH DISABILITIES (PSD)

This program assists children with learning or physical disabilities. It is a very rigorous process to obtain this funding and individual applications need to be completed for each student for whom the funding is sought. A range of official assessments also need to be included with each application. Applications need to be made to the Department of Education and Early Childhood Development – it is not granted at the local level. The PSD Coordinator is Kevin Collard.

PUBLIC HOLIDAYS - 2008

Australia Day – Monday 26 January

Easter – 21 – 24 March

Queen's Birthday – Monday 9 June

Labour Day – Monday 10 March

Anzac Day – Friday 25 April

Melbourne Cup – Tuesday 4 November (note that

Monday 3 November is a Curriculum Day)

READING RECOVERY

This Early Intervention Program is for students who, after one year's instruction, are experiencing problems with reading. It consists of a daily, one-on-one, 30 minute session taken by a specialist teacher. Generally, students progress to a level where they can be satisfactorily discontinued from the program after 16 weeks. Parents/carers play an important role by supporting the program at home.

SCHOOL COUNCIL

Lara Primary School has an active School Council composed of parents and staff. The council is involved in:

- The development of the school's educational policies
- Fund raising and providing activities for students
- Planning to improve the school's physical facilities
- Maintenance of the facilities
- Budget planning for the various spending of the school moneys
- Use of the school's grounds and facilities
- As a liaison between staff and the general community

The School Council meets 8 times per year. Councillors are elected for two-year terms during elections (if required) which are held in March each year. Any member of the school community is welcome to attend the meetings.

SCHOOL CROSSINGS

Students must use the school crossings. The Crossing Supervisor is on duty from 8.20am to 9.05am and 3.15pm to 4.00pm daily. There is a 40kph speed limit on Flinders Avenue along the front of the school.

SCHOOL TIMES

Classes begin at 9.00 a.m. and punctuality is very important, so that there can be a smooth start to the day for all children and staff. Children should be at school by 8.50 a.m. each day and they are not permitted in the school buildings until this bell rings for them. The children can then unpack bags, change books, deliver notes to the class teachers and settle into the day. About ten minutes needs to be allowed for the children to be ready to commence their first classes promptly. The children should enter their classrooms by the nearest doors, but we do ask that they do not use the front door near the offices.

First session: 9 am – 11am

Morning Recess - 11.00am to 11.30am. Children should have a snack to eat at this time and fruit is ideal. It is very important for all the children to have eaten a healthy breakfast before coming to school as this impacts on their ability to concentrate and learn.

Second session: 11.30 – 1.30pm

Lunch Recess – 1.40 – 2.30pm

Children eat their lunch supervised in their rooms between 1.30pm and 1.40pm. At the beginning of the year, Preps will begin eating lunch a little earlier.

Third session: 2.30 – 3.30pm

No afternoon recess

School Dismissal time - 3.30 p.m.

SMOKING

The Victorian Government has legislated that smoking is not permitted on school grounds or in school buildings.

SPECIALIST SUBJECTS

As well as class lessons, students are involved in specialist programs with other teachers. The specialist subjects for 2008 are: Visual Arts, Performing Arts – music and Information Literacy (Library and Information and Communication Technology – ICT). The Environmental Multi-media program at Serendip involves all students. Physical Education will be taken by the class teacher with a teacher co-ordinating sports activities at school and district levels and swimming.

SPORT

Lara is proud to have the use of a full-sized indoor sport venue. In the hall footwear should be white soled and suitable for sport.

Grades 3 – 6 have one hour per week where they participate in a Sports Program. Some children progress to levels of competence beyond the school, including District Cross Country, District/Zone Swimming, District/Zone Athletics, as well as the summer and Winter Lightning Premierships. It is possible for particularly talented children to progress to State and National levels in areas such as Swimming and Athletics.

The schools house colours and names are:

- Gold - Hume
- Green - Flinders
- Red - Hovell
- Blue - Bass.

STUDENT SAFETY

Student safety is of extreme importance to us all and many school policies and rules are implemented to ensure our school is both a happy and safe place to be. Parental support of such rules and policies is appreciated.

SUB-COMMITTEES

Sub-Committees assist the School Council to meet its aims. They are a great way to become involved and find out more about the school. There are usually some positions available each year and these are advertised in the newsletter. These positions are for one year.

The Sub-Committees are:

- Buildings and Grounds Sub-Committee - for planning for and maintaining the buildings and grounds
- Finance Sub-Committee - handles planning and management of the budget and school accounts
- Canteen – oversees the canteen operation and healthy menu.
- OSHC – oversees the OSHC program.
- Parents and Friends Association – runs one fund-raising per term and services/activities for the students
- Hall Sub-Committee – manages community use of the hall

SUNSCREEN

Students are expected to have their own sunscreen and apply it before going out to recess and lunch breaks and on school excursions and sporting events. Students are responsible for applying the sunscreen.

SUNSMART

We are a SUNSMART school. Each child is required to have a school broad-brimmed or bucket hat for outdoor use in terms one and four. No baseball hats are permitted. A SUNSMART Program is held at each level of the school on an annual basis. Lara Primary School does implement a policy of, 'No hat, No play' to ensure that the children are protected from the harmful rays of the sun. Sunglasses are encouraged but are the responsibility of the students.

SWIMMING

The school's Swimming Program is conducted at the Lara Swimming Pool and Norlane Water world. All children from grade Prep - 6 can participate in the program, which aims to teach the water skills and strokes required for a child to become confident and competent in the water.

TAKE HOME BOOKS

A book cover is issued to every child in their prep year to carry their books for home reading. The covers are retained and usually last for a few years. Covering the book cover will prolong its life and protect it from accidental spills etc.

In the lower grades, books are carefully matched to reading ability through the Early Years' Literacy Program. The best way to help reading at home can be discussed with your child's teacher. It is important for parents/carers to note that books taken home in the Early Years are easier than those studied at school with their teachers.

TEACHERS' MEETINGS

Teachers are often involved in professional development sessions or meetings after school hours and may not be readily available to discuss concerns with parents. The teachers' staff meetings are held every Monday and Tuesday from 3.45 pm - 4.45 pm

TERM DATES – 2008

Term 1	30/01/08 – 20/03/08
Easter	21/03/08 – 24/03/08
Term 2	07/04/08 – 27/06/08
Term 3	14/07/08 – 19/09/08
Term 4	06/10/08 – 19/12/08

TISSUES

Because very few children carry handkerchiefs these days, we ask parents/carers to provide one large box of tissues for each child - to be used by the grade as a whole throughout the year. These are usually brought to school in the first week of Term 1.

TOILETS

Parents are asked to reinforce with their children that toilet areas are to be used sensibly and they are not play areas.

TRAVELLING ALLOWANCE

Any child living more than 4.8kms from the school maybe entitled to reimbursement for travel costs. A claim form is available at the office. A school bus is available for some areas.

UNIFORM

School uniform is compulsory. The school colors are gold and green. Bellarine Uniforms are on site Thursday mornings 8.30am – 11.30am and they operate from the Outside School Hours Care Centre. The uniform is also sold in their store in Geelong – 63 Myers Street, Geelong – Phone No: 5221 9199. Where possible the school logo should be on appropriate items. A supply of iron-on logos (green or gold) are available from the school office at a cost of \$2.00 per logo

Uniform:

Green and white check dress	Green windcheater
Green netball skirt	Gold skivvies
Green tights	Green baseball jackets
Green trousers	Long/short sleeve gold polo tops
Green shorts	
Green track pants	
Black or brown shoes that cover the toes	
Sports shoes with soft white soles	
Green/grey/white socks	
Thongs are not permitted	

Green broad-brimmed or bucket hats are compulsory whilst outdoors in Term 1 and 4. No baseball caps are permitted

NAMES ON CLOTHING AND OTHER ITEMS **PLEASE! PLEASE! PLEASE!**

Name your child's clothing in a very easy to see place and with a very easy to read label, including shoes. These are sometimes removed for sporting events. You would be amazed at the amount of unclaimed, unnamed property that is sent to charities each term.

See appendix for a copy of the policy

VALUABLE EQUIPMENT/TOYS

Private property brought to school by students is not insured and the Department of Education and Early Childhood Development does not take responsibility for any loss. Please do not permit your children to bring any items of monetary or sentimental value to school.

VISITORS

For emergencies and safety reasons, the school needs to know of all visitors including parents or carers who come to the school between the hours of 9.00am and 3.30 p.m. They are required to register their visit at the office where they will be issued with a visitors' pass to be worn in the school. The pass is returned on leaving. Parents/carers who work in classrooms on a regular basis sign in and obtain their badges in the respective classrooms involved. Unless special permission has been granted by Anne, parents/carers do not enter the playgrounds during the school day. As part of our Displan procedures we need to be informed of all adults in the school or playgrounds during regular hours. The children are also trained to know that non-staff adults should all be wearing visitors' passes. Visitors' passes are also issued to tradespeople.

WATER BOTTLES

Students should have water available in class time through-out the day. We encourage students to drink water regularly to keep the brain hydrated. No fizzy drinks, fruit juices or cordial are permitted in the water bottles. No glass bottles allowed.

WEB PAGE ADDRESS

Can be found at www.laraps.vic.edu.au

WORKING BEES

Working bees are vital to keep the school grounds safe for your children and to help the school looking attractive. Each area of the school has a nominated term - This means parents / carers only need to give up a couple of hours once a year to help out at their own school. Every little bit helps! The Working Bee's are held once a term on a Saturday morning between 9.30 am – 12 noon and notification will be in the newsletter.

Minimum Period of Exclusion from Schools and Children's Services Centres

for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, (leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth Disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

Conditions	Exclusion of cases	Exclusion of contacts
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary

Conditions	Exclusion of cases	Exclusion of contacts
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
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
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).