

RESPECT

RESPONSIBILITY

RESILIENCE

RELATIONSHIPS



Lincoln Gardens Primary School Parent Information Handbook

Reception—Year 7
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[Principal: Mr Sam Winters](#)



ABOUT THE SCHOOL

Our school is set in picturesque grounds with plenty of space for children to play and for outdoor lessons to take place. Our classrooms have generous spaces and are all reverse cycle air-conditioned. Since this school was built in 1970, it has undergone extensive upgrades to the original buildings. In 2010 the Building Education Revolution funding enabled refurbishments throughout, including data cabling, new lighting, new carpeting, an upgraded Library and Activity Hall and new windows.

Due to our small class sizes we are able to offer more intensive learning experiences to our students and also enable close friendships and links with families. Our reputation as a school is grounded in our strong ability to maintain our relationships with our families in a mutually beneficial atmosphere of trust and respect.

ASSEMBLIES

We love to share our learning at LGPS. Assemblies are held in the Activity Hall twice per term, usually in Weeks 5 and 10. Classes take turns hosting the assemblies and providing entertainment, and the Principal's Awards and other awards are given out at these times. At the end of the year the students stage the annual Christmas Concert as an assembly. We strongly encourage all parents and caregivers to attend as many assemblies as possible, as the students look forward to the opportunity of performing for their families and friends. During the last week of every term and during special learning weeks there are Celebration Assemblies, usually followed by a shared community lunch.

ATTENDANCE POLICY

Under the Education Act of South Australia, parents and/or guardians are responsible for the regular attendance of children in their care.

All children aged 6 to 17 years are required by law to be enrolled at and attend school. You must send your child to school every day unless:

- The child is too sick to attend
- The child has an infectious disease

The child is incapacitated by injury preventing safe movement around the school

- The child is accompanying his or her parents or caregivers on a holiday that cannot be arranged in school vacations – the Principal must be notified prior to absence

The Principal is provided with an acceptable reason for absence

Missing the basic skills in the early years of school creates problems in later years that are difficult to overcome later.

Poor attendance at Primary School often leads to poor attendance at High School.

Six days absent per term from reception to Year 7 equals 1 year of school missed.

How you can help:

- Contact the school about non-attendance on every occasion
 - Support the attendance policy by talking with your children about the importance of attending
 - Let the class teacher know if there are any issues affecting regular attendance
 - Support special events and excursions by reinforcing the importance of attending
 - Whenever possible make dental and medical appointments outside of school hours
- Contact the Co-ordinator 3 if you have any concerns or queries

The Wellbeing for Learning Co-ordinator can assist by:

- Working with students in a supportive counsellor role
- Visiting students at home and consulting with parents/caregivers
- Identifying reasons for non-attendance and making appropriate referrals

Monitoring student attendance and reviewing progress as necessary

Should I notify the school if my child refuses to attend?

YES: Immediate support is available through the Wellbeing for Learning Co-ordinator or the Principal.

PLEASE NOTE: 10 or more days of unexplained absences are required by DECS policy to be reported to the Attendance Officer.

BEHAVIOURAL EXPECTATIONS

Positive classroom and schoolyard behaviour is expected at all times by students enrolled at Lincoln Gardens Primary School. We aim to develop a cooperative attitude towards sharing and working with others. To establish an atmosphere and an environment in which this can happen, it is necessary that the staff and students behave in a caring way.

Behaviour that maintains and increases positive learning opportunities for the student, whilst not infringing the rights of other students to learn and the rights of teachers to teach, is responsible behaviour.

LGPS follows the Whole School Co-operative Code, the tenets of which are listed below:

1. Respect yourself and others
 2. Follow adult instructions
 3. Keep yourself and other safe
 4. Communicate in an appropriate manner
- Put effort into your learning

LGPS also follows the Wellbeing Policy, which has been established to deal with harassment/bullying.

Everyone has the right to be treated as a worthwhile individual.

Everyone has the right to come to school feeling happy, secure and comfortable.

We utilise a range of programs to assist students with behaviour issues. If you or your child has a concern with harassment or bullying please contact the Principal or the Wellbeing for Learning Coordinator for immediate action.

BIKES

A bike rack in front of the Office is provided for students to store their bikes during the day. In the interest of safety, bikes are to be pushed, not ridden, in the school grounds. We encourage children to ride bikes or walk to school whenever they can because the exercise is very beneficial for them.

BOOK CLUB

Scholastic Book Club catalogues are distributed once per month by the Librarian. Any orders must be addressed to the Librarian and the money sent to the Front Office by the due date.

CAMPS & EXCURSIONS

There are many learning experiences organised to complement the work done in classrooms. Parents will be advised before any camp or major excursions where parent approval is required. For students to attend camps, excursions and school performances a consent form must be signed by a parent or caregiver. A permissions note signed at the time of enrolment covers incidental walking visits within the local area. The school covers many of our visiting performance costs e.g. Dance, Music etc.

Excursions and camps are an exciting part of the curriculum, and are enjoyed thoroughly by students. Parents and caregivers are encouraged to attend excursions and camps and be part of these wonderful experiences.

CHILD PROTECTION

We all have an important role to play in protecting children and preventing abuse by teaching them how to keep themselves safe. All LGPS staff have been trained in Mandated Notification and are required by law to report any suspected child abuse.

CUSTODY ISSUES

Any custody arrangements must be explained clearly by relevant Court documents so that the school can support families in keeping students safe. If there are any issues concerning the safety of children this information must be communicated immediately and in full to the Principal and the Counsellor.

EMERGENCY PROCEDURES

Evacuation and Invacuation drills are practised each term throughout the year.

BUSHFIRES: LAST RESORT REFUGE

Building 2 Room 1 is the nominated 'on site' bush fire refuge room for use by Lincoln Gardens Primary School students and staff.

Students and staff practise using the refuge room and moving to it from a number of areas around the site during emergency bushfire drills carried out during Week 2 of Term 4 and Term 1 each year. The Principal determines the timing of the drills after consultation with staff.

It is unlikely that other members of the Lincoln Gardens community will shelter in the site refuge during a bushfire. However, to ensure the appropriate supervision and safety of all students:

Ø Classes will be supervised by their teachers and any other staff members.

Ø Community members, if possible, will be required to remain in a separate area in the Kitchen.

In order to ensure a safe and orderly operation, a decision to move all persons into the site refuge room will be made when any of the following agreed 'triggers' are reached:

Ø CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving toward Lincoln Gardens.

Ø The local Emergency Services advise that a bushfire is likely to impact on the site.

Ø We are advised that a bushfire is burning in the surrounding area that is deemed to be threatening.

Ø There is a confirmed sighting of nearby smoke or flame.

BUSHFIRES: CATASTROPHIC DAYS

On Catastrophic Days the school will be closed after receiving advice to do so from the Eyre and Western Regional Office.

Staff will make every effort to contact every family the day before school closure by phone.

It is the parent's responsibility to ensure that contact details are up to date, that they are available to be contacted by phone and to monitor ABC radio and the CFS website for constant updates.

On days of Extreme or Severe fire danger parents are most welcome to collect their children early should they wish to do so.

Please see the next information for further definitions on DECD Bushfire Policy:

CATASTROPHIC:

CLOSED: Schools and preschools in the affected Fire Ban District with an extreme, very high or high risk rating (LGPS). CANCELLED: School bus and taxi services travelling through the affected Fire Ban District.

EXTREME:

DECD to take advice of fire authorities for Adelaide Hills and other high risk areas regarding school closures.

SEVERE:

OPEN: Normal bushfire plan procedures apply.

VERY HIGH/HIGH/LOW/MODERATE:

OPEN: Normal bushfire plan procedures apply.

GOVERNING COUNCIL

The Governing Council consists of interested parents or guardians, staff members and community members. They are elected at the Annual General Meeting, which is normally held in February each year. We meet in the second and eighth weeks of each term on a Monday afternoon between 1.30pm and 3.00pm.

Council meetings are public meetings that any parent or interested party may attend. Only Council members, however, may vote. The role of Governing Council includes:

- To oversee on the well being of the school
- To inform the Principal about the needs of our community
- To oversee the condition of our buildings and grounds
- To help decide the way to use monies coming into the school
- To oversee the school budget
- To positively promote the school to our community

Sub Committees of the Governing Council include Finance, and Uniform. These committees meet as the need arises. Interested parents may join the sub-committees even if they are not on Council.

GRIEVANCE PROCEDURES

If you have any issues or concerns it's best to address them as quickly as possible. You can:

- Discuss it with the class teacher or
- Discuss it with the staff member involved or
- Discuss it with Leadership

GRIEVANCE PROCEDURE FOR PARENTS AND CAREGIVERS:

1. Write down a detailed account of the issue – include notes on how you would like to see it resolved
2. Approach the staff member/s involved and make a time to meet
3. Explain the issue at the meeting and give the staff member/s a copy of the written account (you may also ask for a witness to be present for support or to jot down notes)
4. If you are happy with the result of the meeting then you may consider it resolved
5. If you are not happy with the result of the meeting then you can approach the Principal or the Counsellor and ask for their intervention

If you are not happy with the result of the intervention from the Principal or the Counsellor then you can approach the Eyre and Western Regional Office and ask for further intervention

Issues can be assisted in resolution between parents and staff by the Principal or the Counsellor. Issues between parents and the Principal can be assisted in resolution by the Assistant Regional Director or the Regional Director at the Eyre and Western Regional Office.

HEAD LICE

Head lice are a common problem in schools. Students who have live headlice will be sent home to be treated. Students with nit eggs will be sent home with a note, and will be expected to be treated before returning to school.

Students with long hair are encouraged to tie their hair up whilst at school. Parents and caregivers are reminded to check hair regularly for signs of infestation, and to use a variety of treatments to help avoid nits developing resistance.

Lice Attack lotion is available free from the school if you are in receipt of School Card assistance.

ILLNESSES & INJURIES

Families are encouraged to keep children at home during times of illness. If a student becomes ill at school parents or caregivers may be contacted to collect their children.

In the case of minor injuries students will be treated with First Aid at the Front Office and sent back to class. If a student sustains a minor head injury parents or caregivers will be contacted via the phone or a note sent home. Any serious injury will result in an ambulance being called to the school.

The following gives a brief outline of some of the common illnesses and the advice on exclusion:

Chickenpox & Shingles

Exclude until all blisters have dried (usually 5 days)

Conjunctivitis

Exclude until discharge has ceased

Diarrhoea

Exclude until no symptoms have occurred for twenty four hours

Glandular Fever

Exclusion is not necessary

Hand, Foot and Mouth

Exclude until all blisters have dried

Head Lice

Excluded until treatment commenced

Hepatitis A

Exclude until medical certificate of recovery is received (Hep B & Hep C – no exclusion)

Herpes (Cold Sores)

No exclusion – lesions must be covered

Influenza & Cold

Exclude until the child feels well

Measles

Exclude from un-immunised persons for a least four days after the onset of the rash

Mumps

Exclude for nine days after onset of swelling

Ringworm/Tinea

Exclude until the day after treatment has commenced

Rubella

Exclude until recovered or for 4 days after onset of rash

Scabies

Exclude until the day after treatment has commenced

School Sores (Impetigo)

Exclude until appropriate treatment has commenced; all lesions must be covered

Whooping Cough (Pertussis)

Exclude for five days after starting antibiotic treatment or for twenty one days following onset of coughing

Worms

Exclude until treatment has begun

For a more complete Exclusion Table please refer to "You've Got What?" 4th Edition, 2009, Govt of SA.

INFORMATION TECHNOLOGY

All students have access to computers in the school, including laptops. Most computers are on the school network, which is linked to the Internet. The school Internet service has filters built in to protect children from unsuitable material. Students and Parents will be asked to sign a user agreement that outlines rules and protocols for using the system. Families that have concerns about the use of computers or the Internet are invited to contact the Principal.

LIBRARY

We have an extremely well stocked library that is available for student and staff use. It includes an electronic whiteboard and a computer alcove with 12 computers. Children are encouraged to borrow weekly.

The Library is open between 9.00 am - 3.00 pm Monday to Friday during lesson time (Thursdays open until 4.30pm).

Our library uses Bookmark, which is an automated library system. All borrowers are issued with a borrowing number. Students from Reception to Year 7 may borrow for up to 2 weeks.

We regularly remind children if they have an overdue library book and send reminder notes home if needed. Extension to loans can be made on request. During the last week of each term all library books must be returned.

Children are encouraged to bring a library bag to help protect the items they borrow. It is our experience that lost books are often found in unusual places like under beds, in the back of the car or mixed up with other books.

We encourage children to develop good organisational skills and have a special place that library books are always placed while at home. When finished they can be placed in the library bag to be returned. Lost or damaged books will need to be replaced at the parent's cost.

Once a week all students attend Resource Based Learning (RBL) lessons in the library. These lessons are based on a different theme each term to engage their learning with fresh perspectives. Each year the Library is transformed into a Café promoting a different country and culture for a term. Students apply for Café jobs and obtain hospitality experience by waiting on and serving other students food and drink in the Library. It is a great experience for the students, and some have gone on to make hospitality their careers.

LOST PROPERTY

Lost property is located in the First Aid Room. Every effort is made to ensure named articles are returned. Parents are encouraged to look for lost items of clothing whenever necessary. Please limit the amount of lost property by ensuring all of your child's clothing is named.

MATERIALS & SERVICES CHARGES & SCHOOL CARD ASSISTANCE

The Materials and Services Fee for students is set by the Governing Council and is reviewed each year. As a Category One School our school fees are kept aligned to the same rate of School Card Assistance with no extra gap to pay. School fees contribute to all the essential curriculum needs of the students and are therefore a significant tool in providing a comprehensive and successful learning experience for your child.

If you are on a low income and have a Pension or Health Card you may qualify for School Card assistance and applications are available from the front office. Applications must be renewed at the start of each school year. *Apply as soon as possible as a late application may mean you miss out.*

School fees are due for payment in the first two weeks of school. Any parents having trouble meeting this deadline may pay the fees by instalments.

MEDICATION

Families are encouraged to stagger medication doses throughout the day so that they may be administered before and after school. Any medication a student brings to school must be in its original container with the name of the student, the exact dosage required and expiry date clearly labelled. Parents and caregivers must give clear and concise written consent in order for staff to administer medication.

MONIES

Money for excursions, camps, fees etc may be paid to the Finance Officer or the classroom teacher. When paying money please enclose money or cheque and consent form in an envelope clearly marked with the student's name and class teacher's name and the amount. A receipt will be issued for all money received. Change can be given to your child, but we cannot accept responsibility for its safe delivery to you. If making payment by cheque, please make cheques payable to Lincoln Gardens Primary School and mark "Not Negotiable".

NEWSLETTERS

The newsletter is the school's main written communication and goes home fortnightly to each family. It contains items on school and student activities. For a second copy of the school newsletter for interested neighbours and friends please inquire at the school office. Community groups with activities specific to Lincoln Gardens may have information included in the Newsletter if space permits.

PLAYGROUP

Save The Children offer a playgroup for children up to five years of age on Monday mornings from 10.30am to 12pm. Enrolment in playgroup is free, and offers families an opportunity to interact with their child in a fun environment and to meet other parents and children.

REPORTS

We have a policy of continuous reporting to parents. This means that we give you information about your child's progress throughout the year. As well as interviews and reports, each child's teacher will contact you to give you an update of their learning.

We value your input and ask you to add some positive comments each time for your child. You might like to tell us about your child's interests and experiences so that we know your child better.

Term One

Acquaintance night is held for all families generally in week 3.

Three-Way Interviews.

Term Two

Written Report in Week 10

Term Three

NAPLAN Test Results for Years 3, 5 and 7 students

Term Four

Written Report in Week 9

Required Areas of Study

The R-7 Curriculum consists of 8 subject areas of study as detailed in the Australian National Curriculum as well as The South Australian Curriculum Standards and Accountability (SACSA) Framework. They are:

English (reading, writing, spelling, listening, speaking)

Mathematics

Science

HASS (History and Geography)

Technology

Health and Physical Education

The Arts

Languages Other Than English
(Pitjanjatjara)

The curriculum also includes work in developing skills and attitudes through the:

Essential Learnings

Key Competencies

Program Achieve

Enterprise Education

Through these curriculum areas we endeavour to encourage and develop all the social skills necessary to equip students for life e.g. decision making, self-worth and self-confidence, problem solving, communication, respect in themselves and others, critical thinking and creativity.

SCHOOL DAY TIMES

8.20am	Breakfast Program begins
8.45am	School lessons begin
11.00am – 11.20am	Recess
11.20am – 12.55pm	Lessons
12.55pm – 1.05pm	Lunch in classrooms or outside supervised by class teachers
1.00pm – 1.25 pm	Lunch break
1.25pm – 3.00pm	Lessons
3.00pm	Home time
3.20pm	Supervision ceases

Dismissal on the last day of each term is 2.00pm.

SCHOOL PHOTOGRAPHS

School photos are organised once a year, usually in Term 3. Order envelopes are distributed to the students shortly beforehand, and payment is made via the envelope either before or on the day of the photos. Any concerns or queries regarding payment should be made directly to the photographers and not to the school.

SIGNING OUT DURING THE DAY

Students must be signed out at the Front Office during the school day, and then signed back in when they come back. This is an OHSW requirement.

SPECIAL PROGRAMS

Early Intervention

Our aim is to ensure that all students reach their full potential. Students are regularly assessed and those experiencing difficulty are provided with support through our Early Intervention program. This can be in the form of individual or small group activities.

Special Education

Some students need additional support to be successful. They are assessed as being eligible under the Students with Disabilities Policy. These students may receive some additional support, this will result after a series of tests. Parents are fully involved in the entire process.

SPEED ZONE & CAR PARK

Parents are reminded that the speed limit is 25km/hour on Barley Road when children are present. Parents are welcome to park in the school car park when dropping off and picking up children, or else parking is available along Barley Road except along the yellow lines. Cars are not to be driven in the school yard.

SPORTS DAY

The school holds its annual Sports Day in the first term of each year, usually in March. All students are expected to participate in the events, and the winning team has their name inscribed on the Lincoln Cup in celebration. Students are extremely successful and thoroughly enjoy Sports Day each year, and families are strongly encouraged to come along and cheer their children on.

STUDENT TRAVEL

Please discuss road safety with your child. Students must be encouraged to use the road crossing next to the Dental Clinic safely. Please talk with your children about:

- Loitering on the way home
- Visiting friends without permission
- Talking to or going anywhere with strangers
- Taking a different route home

It is important that your children know their full name, address and phone number.

Staff members are on duty after school. They will support students to cross Barley Road safely.

Any child not collected by 3.15pm, is taken to the front office and supervised until parents are contacted and able to collect them.

STUDENT VALUABLES

Students are actively discouraged from bringing valuables to school. Whilst the school is security conscious and students are encouraged to respect others' property, the responsibility for any valuables remains with the student and their family. The school accepts no responsibility for any loss or damage that is incurred to any valuables.

SUPPORTING STUDENTS AT HOME

- *TALK* with your child. Everyday conversations help them make sense of their world. Encourage them to talk about the things they have seen or done.
- *READ* to your child. Children who are read to are more likely to be keen readers. Set aside a regular time and place for reading and in later years, homework.
- *ENCOURAGE* your child. Let them know that they will learn new things and that their teachers are there to help them.
- *TRUST* your child. By taking on small challenges they learn to "have a go" and to be organised.

But most importantly *HAVE FUN WITH YOUR CHILD*. These precious days are so very short so use them wisely.

Homework may be expected from time to time. It will be related to the student's classroom program when set. If there are any concerns regarding homework please get in touch with the class teacher. The following times are included as a guide:

Year 5-7	30 minutes per night
Year 4	20 minutes per night
Year 3	Reading or learning spelling
Year R-2	Reading

If your child is unable to complete their homework we would appreciate a short explanatory note to the teacher.

SUPPORTING STUDENTS AT SCHOOL

Research shows that students and schools perform better when there is strong support from parents. Your presence in the school has a positive influence upon your child, even when it is sharing a morning tea or being a spectator at assemblies. There are so many ways in which you as a parent can contribute:

- Attend our community events
 - Help in the library
 - Listen to reading in the classroom
 - Provide transport for excursions where appropriate
 - Work with a small group of students for special programs
 - Talk to children about your special knowledge, skills and achievements
 - Come along to assemblies and other performances
- Please note that all parents, caregivers and visitors to the school must sign in at the Front Office upon arrival and out again upon departure. This is an OHSW requirement.

SRC (STUDENT REPRESENTATIVE COMMITTEE)

The SRC is the main way in which students can voice their opinions and share in the decision making at our school. Class meetings are held regularly. SRC meetings are held every fortnight.

The SRC:

- Gives students the opportunity to influence changes at the school
- Provides opportunities to lead school programmes
- Provides the opportunity to lead a group and develops self confidence
- Develops in individuals a sense of responsibility for their behaviour at school
- Develops and understanding of the needs and concerns of others and encourages students to respect other points of view
- Promotes pride in our school

Representatives are elected by each class. School captains are elected by students at the end of each year to lead the SRC the following Year. All Year 6 students are eligible to stand for election as school captains.

SWIMMING AND AQUATICS

In term 4, children in Reception to Year 5 participate in a swimming program at the Leisure Centre. Year R/1/2 students have 5 x 45 minute lessons and Year 3-5 students have 5 x 90 minute lessons or 10 x 45 minute lessons.

During term 1, Year 6 and 7 students participate in an Aquatics program at Coffin Bay.

This is an excellent opportunity for children to master water confidence and swimming and aquatic skills. Lessons are given by professional instructors.

TRANSITIONS

Kindergarten children will usually have five transition visits in the last half of the term whereby they will experience the school day in the classroom with the other Reception students.

Year 7 students will have transition visits to the High School in the Term 4.

UNIFORM POLICY

Our school colours are Royal Blue and Navy.

Girls may wear the blue and white checked school tunic, available from local shops.

School windcheaters and shirts with logo may be bought or ordered from the school Front Office.

Windcheaters with logo: Sizes 6 – 16

School shirts with logo: Sizes 6 – 16

Navy Blue bucket hats: Small & Large

Navy Blue bucket hats must be worn during Terms 1 and 4, as part of our Sun Smart skin cancer policy.

Baseball caps and Beanies are not part of the school uniform.

Jewellery is restricted to one pair of small earrings, or studs; appropriate religious symbols ie a cross, may be worn under the uniform and one small ring is permitted. O-rings, leather bands, bracelets and anklets are not permitted. Make-up and fingernail polish is also not permitted.

Appropriate shoes are the best wear for school. Our playing surfaces are a mixture of grass, concrete and rough bitumen. In Summer students may wear sandals, however these need to be supported at the back with a strap. Open toe sandals are dangerous. During sports lessons, sneakers are required to be worn for safety. The wearing of **high heels** and **thongs** will not be permitted.

This school believes that a school uniform policy:

- Ensures the Lincoln Gardens Primary School students are easily identified whilst in the school or on an excursion. This assists in providing a safe environment.
- Is financially beneficial for families.
- Prevents disagreements between parents and children about what will be worn to school each morning.
- Assists in recycling of clothing.
- Assists with the transition of uniform wearing for students entering Port Lincoln High School.

We encourage all of our families to support the wearing of our school uniform.

WEATHER

All classes are air-conditioned for hot weather and therefore students are not released early to go home for this reason. On days of extreme conditions such as high winds, heat or rain, students may be kept inside at recess and lunchtimes for indoor play as part of our OHSW procedures.

STAFF

Principal	Mr Sam Winters
Student Wellbeing Leader	Mrs Shana Kenny
Aboriginal Education Leader	Mrs Michelle Averay
Teacher	Mr Hamish Rowsell
Teacher	Mr Brett Cochrane
Teacher	Mrs Amanda Parker
Teacher	Mrs Rachel Plakakis
Teacher	Ms Kylie Fitzgerald
ACEO	Ms Joanne Miller
ACEO	Ms Karin Garrett
SSO	Ms Louise Pelham
SSO	Mrs Blanche Jenkins
SSO	Mrs Jenny Ambrose
SSO	Mrs Rachel Sherry
SSO	Mrs Brenda Murray
SSO	Mrs Meredith Sims
SSO	Mrs Robyn Pitt
SSO	Ms Kealy Byass

THANK YOU FOR CHOOSING LINCOLN GARDENS PRIMARY SCHOOL TO DEVELOP YOUR CHILD'S EDUCATION. WE LOOK FORWARD TO A LONG AND HAPPY PARTNERSHIP WITH YOU AND YOUR FAMILY.

