



2025

# Parent Information Handbook



The Lake Primary School  
225 Seventeenth Street  
Cabarita Vic 3505  
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E: [the.lake.ps@education.vic.gov.au](mailto:the.lake.ps@education.vic.gov.au)  
School # 3581  
ABN: 67 326 859 398

## Our Values:

- **RESPECT** – Work with a variety of peers, value the rights and feelings of others, and speak politely.
- **LEARNING** – Set high expectations, take on challenges positively, and assist others in need.
- **SUCCESS** – Aim to achieve your full potential, set achievable goals, and celebrate successes.
- **RESILIENCE** – Control your emotions, remain calm, think of alternatives, and adopt a growth mindset.
- **TOLERANCE** – Understand and accept individual differences, listen and learn from others.





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## Principal's Message



On behalf of The Lake Primary School community, a warm welcome to our new families and prospective families. Our community takes great pride in sharing the educational journey with your child and we look forward to working with you to make your child's experience as both rewarding and enjoyable.

We strive to provide an educational environment that fosters academic growth, experiences to promote positive relationships and a physical environment that optimises social play and pride in learning. Our school motto- *'Every Student Matters, Every Moment Counts'* is the foundation of all classroom practice, ensuring your child will achieve their personal best.

We foster and role model the life skills of good wellbeing and school connectedness through our values of- **Respect, Learning, Success, Resilience and Tolerance**. Programs to support this include 'Respectful Relationships', the RAGE program (Renavigating Angry & Guilty Emotions), Social Groups, support from our Mental Health in Primary School (MHIPS) Co-ordinator and student & family access to our Welling Co-ordinator.

Our moral purpose at The Lake Primary School is to provide an engaging and enriched curriculum which ensures each student receives learning opportunities through differentiation, regular tracking of their progress and individual strategies for academic growth. The diverse and comprehensive curriculum promotes and insists on high expectations across all grade levels. Many opportunities for leadership skills are offered school-wide for students with access to a variety of school-based programs and programs offered by our local community.

Many opportunities are available for parent involvement at our school - Book Club, School Council, camps & excursions, sporting events and assisting with student reading just to name a few. We would certainly appreciate your time and participation for any of these events or maybe you have a talent or skill to share with students!

I look forward to meeting you and your family and the opportunity to provide any additional information that you may need. Please contact the school to arrange a time if needed.

Kind regards,

Bernadette Warburton

A handwritten signature in black ink, appearing to read 'Bernadette Warburton'. The signature is written in a cursive, flowing style.

Principal.

# School Staff

Bernadette Warburton	Principal
Shaun McInerney	Assistant Principal
Kerryn Rogerson	Leading Teacher, Inclusive Classroom Co-ordinator
Kate Donaldson	Learning Specialist (Literacy)
Mia Humphrey	Learning Specialist (Numeracy)
Robyn Bacon	Education Support - Business Manager
Sallie Roelofs	Education Support - Administration
Leanne Hunt	Prep teacher
Katrina Land	Prep teacher
Mia Humphrey	Year 1/2 teacher
Tania Anderson	Year 1/2 teacher
Mel Wall/Mel Kelly	Year 1/2 teacher
Kate Barnes	Year 3/4 teacher
Jodie Goddard	Year 3/4 teacher
Kristie Hunt	Year 4/5 teacher
Jack McLean	Year 4/5 teacher
Steven Gale	Year 5/6 teacher
Kate Donaldson	Year 5/6 teacher
Marnie Cohrs	PE/Health teacher
John Bell	S.T.E.M teacher
Sam Mumford	The Arts
Louise Bowes	Wellbeing Co-ordinator
Shaun McInerney	Mental Health & Wellbeing Co-ordinator
Toni Hamence	Education Support – Teacher Aide
Rebecca Barnes	Education Support – Teacher Aide
Vickie O’Toole	Education Support – Teacher Aide
Leah Crane	Education Support - Teacher Aide
Jess Goodes	Education Support - Teacher Aide
Leah Englefield	Occupational Therapist
Trevor Roelofs	Groundsman (full-time)
Craig Lloyd	ICT – technical support

# School Profile

The school mantra of 'Every Student Matters, Every Moment Counts' highlights the focus on Students First at The Lake Primary School. The school aims to provide a purposeful academic, social and physical learning environment and inclusive curriculum. This is encouraged through a strongly family oriented, rural school setting and utilises the local environment to enhance student learning and community development. The core values of Respect, Learning, Success, Resilience and Tolerance are regularly promoted and presentations to students occur at each assembly.

The school offers a comprehensive curriculum based on the Victorian Curriculum with an ongoing emphasis upon Literacy and Numeracy. ICT also continues to be a major focus in the school. Specialist programs are conducted in STEM, Art, PE/Health and Literacy & Numeracy intervention programs. Internal Literacy and Math Specialist coaches also provide valued support and guidance for students and teachers. The school has a Wellbeing Co-ordinator and a Mental Health Co-ordinator to further support the mental health and wellbeing of students, staff and the parent community. The Lake Primary School partners with Real Schools, which focuses strongly on Restorative Practices. The school grounds include an indoor multi-purpose area, an outdoor tennis and basketball court area, an adventure playground and two large ovals. The school provides regular communication and information through the Compass portal and our Facebook and Instagram page. Daily attendance rolls, student management, student reporting and event notifications are uploaded online through Compass. The school continues to closely monitor student attendance rates. Strategies have included ensuring that daily attendance is highlighted in weekly newsletters, direct follow-up communications with parents, celebrating positive attendance each term and providing each student with an Attendance Report each semester.

# School Vision & Values

## School Vision

The Lake Primary School aims to provide an academic, social and physical environment that allows all students to achieve their academic, social and emotional potential. The school encourages this through a strong family oriented, rural school setting, with a focus upon developing a strong sense of belonging and enhancing a safe, stimulating and happy learning environment.

## School Values

- **RESPECT** – Work with a variety of peers, value the rights and feelings of others, and speak politely.
- **LEARNING** – Set high expectations, take on challenges positively, and assist others in need.
- **SUCCESS** – Aim to achieve your full potential, set achievable goals, and celebrate successes.
- **RESILIENCE** – Control your emotions, remain calm, think of alternatives, and adopt a growth mindset.
- **TOLERANCE** – Understand and accept individual differences, listen and learn from others.

## The Lake Primary School



Principal: Ms Bernadette Warburton

## Absences

Should your child be absent from school, absences can be communicated to the school via the Compass online program. School absences must be documented as a Department of Education (DET) requirement that ensures that reasons for student absences are recorded.

## After School Care Program

Stepping Stones operates out of The Lake Primary School and offers After School Care to our students Monday to Friday between 3.15pm - 6.00pm. Stepping Stones Children's Services are a CCS approved service, and most families will be entitled to fee relief which is calculated on combined family income via Centrelink.

If you are unsure of your entitlement or need to register, please contact Centrelink on 136150 for more information.

For enrolment information please contact the admin team, Lauren or Trish who will talk you through the enrolment process and will clarify any questions you may have. The Head Office is open between the hours of 8.30am - 5.00pm Monday to Friday and you can call on **1300 665 699** or **03 6425 3499** or email [lauren@sharingthecare.com.au](mailto:lauren@sharingthecare.com.au) or [trish@sharingthecare.com.au](mailto:trish@sharingthecare.com.au)

## Anaphylaxis

If children have allergies of any kind, the school must be notified. There is a section in the enrolment form for allergy details. If the allergy requires medication, please supply the school so that it may be kept at the Sick Bay for use at school. An **Anaphylaxis Action Plan** must be completed by families, and it is compulsory for your family doctor to sign off on your child's plan.

Several children at our school have severe food allergies. This means that if they eat anything with even traces of food they are allergic to, they can have an Anaphylactic reaction (a severe, life-threatening allergic reaction). These children are constantly learning to manage their allergies and our school community can help keep them safe and well by following some simple guidelines:

- Educate your child not to swap/share food
- Remind your child to wash their hands after eating nuts, nut products and eggs and fish (especially after peanut butter or eggs for breakfast!)
- Try to avoid bringing food with nuts and whole eggs and tins of fish that spill easily to school
- Clearly label all your child's food/ drink containers.

## Assembly

Assemblies are conducted each Friday at 2:40pm. School Captains run the assembly and Year level classrooms make presentations. Parents are warmly invited to attend assemblies and share in the week's celebrations of their child's success. Weekly **Workers of the Week** certificates are handed out along with certificates to acknowledge **50, 100, 150, 200, 250 and 300 nights of home reading!** The Lake PS proudly acknowledges students who demonstrate our school values of Respect, Tolerance, Learning, Success, and Resilience.

NOTE – Prep-2 and Year 3-6 classes have their assembly on alternating weeks. You can find this information on a school calendar that is uploaded to Compass and on the School's Webpage.



## Asthma

Parents of students who suffer from asthma are required to complete an up-to-date Asthma Management Plan that is signed by their doctor. This plan and any medication required are kept in the First Aid Room and these guidelines are followed for any first aid treatment given. We store Ventolin and spacers in the first aid room, so parents are not required to supply the school. Students are not to keep medication in their school bags and self-medicate.

When attending an overnight camp, parents will be asked to supply special medical instructions and medication that will be handled by the teacher in charge.

## Book Club

At The Lake PS we have high expectations for all students, at all year levels, to read as much as possible. The Scholastic Book Club provides a variety of books and genres and is an additional way of keeping students actively enjoying reading. Additionally, all sales through Book Club helps to buy resources and more books for our school! Book Club is co-ordinated by a staff member and distribution of orders is supported by our parents and student library leadership group. Book Club orders are available once each term for three terms and a Book Fair is usually run toward the end of Term 3.

## 'Buddy' Program

Prep students will be allocated a Year 5 or Year 6 'buddy' to help support their transition for their first year of school. There are many opportunities for 'buddies' to collaborate in the classroom and out in the yard. Our 'buddy' program is highly valued and, invariably, our Prep students develop a strong and lasting connection with their 'buddy' that often extends well beyond their time at The Lake Primary School.



## Camps & Excursions

Camps, excursions and incursions are an important part of the learning experience of all students. Excursions support quality curriculum delivery and can provide important social and emotional development opportunities for students that is often not available via the classroom environment. These might include teamwork, resilience and confidence-building through challenges, problem-solving, connecting with nature and creative and imaginative play.

At The Lake Primary School, voluntary school fees help subsidise the cost of visiting performances and local excursions. Parents are requested to see that children do attend excursions by completing the necessary permission forms and returning them promptly. The camps program is carefully structured to provide a sequential approach to 'away from home' experiences for the students. Below is an outline of the Prep – 6 camp structure at The Lake Primary School for 2025.

- ❖ Prep Games and a meal at school
- ❖ Year 1/2 Games and a meal at school (Yr.2 students sleep over)
- ❖ Year 3/4 2-night stay at Lake Cullulleraine (24<sup>th</sup> – 26<sup>th</sup> February)

- ❖ Year 5                    2-night stay at Camp Kookaburra (3<sup>rd</sup> – 5<sup>th</sup> March)
- ❖ Year 6                    3-night stay at Melbourne Urban Camp (20<sup>th</sup> – 23<sup>rd</sup> May)



## Communication (Compass)

The Lake Primary School encourages a strong relationship between students, parents and teachers. The Compass program is the school's chosen form of communicating student achievement, student behaviour, awards, absence and general news items in a timely and effective manner to the wider school community.

Compass:

- Communicates student achievement, wellbeing/behaviour and administrative requirements efficiently and in a timely manner
- Safely shares student work and achievements with relevant staff and parents online
- Maintains a professional approach by adhering to and respecting student, teacher and parent/carer privacy

Log onto Compass via:

Website            <https://thelakeps-vic.compass.education>



App:

If you require more information on the Compass system, please contact the school.

# Communication (General)

The Lake Primary School will keep the community informed of achievements and activities through:

- Weekly school newsletters on Thursday's
- Regular Facebook posts of school events and programs
- Regular meetings with School Council
- Publishing School Council annual reports and four-yearly reviews on the school's performance
- Parents as Partners - student led learning portfolio presentations, math and literacy information sessions
- Providing the Parent Information Booklet to all families
- Encouraging visitors to attend our weekly assemblies and special days
- School website
- Media coverage of school activities
- Various Principal endorsed notes to parents
- Community social gatherings
- Principal reports to School Council



## NEWSLETTER: Term 1 Week 3

### TERM DATES

#### **February**

**14/02/2025**

Prep-2 Assembly  
Assembly Performance 1/2A

**12/02, 19/02, 24/02**

No Preps Required

**18/02/25**

Community Afternoon  
commencing at 3.35pm – Open  
Classrooms

**24/02/2025 – 26/02/2025**

Yr 3/4 Lake Cullulleraine Camp

#### **March**

**03/03/2025-05/03/2025**

Yr 5 Camp Kookaburra

**10/03/2025**

Labour Day Public Holiday

**Postal:** PO Box 62, CABARITA 3505

**Ph:** 5023 3468

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

**Principal:** Ms Bernadette Warburton  
[bernadette.warburton@education.vic.gov.au](mailto:bernadette.warburton@education.vic.gov.au)

**Webpage:** <http://web.thelakeps.vic.edu.au> School

**Bank account:** BSB: 063520 ACC: 10057923

### PRINCIPAL'S MESSAGE

#### **The Lake PS Community Afternoon!**

Join us next **Tuesday 18<sup>th</sup> February**, for our annual community gathering! This year we have planned an exciting lineup of activities including open classrooms, afternoon tea, a treasure hunt for students and their families and a thrilling basketball game to conclude the afternoon (teachers versus students!). This is a wonderful opportunity for families, students and staff to come together and strengthen our school community. Parents and guardians will have the opportunity to see their child's learning environment and catch up with their child's teacher/s. We hope to see you there!



**RESILIENCE LEARNING SUCCESS RESPECT TOLERANCE**

# Communication (Parent)

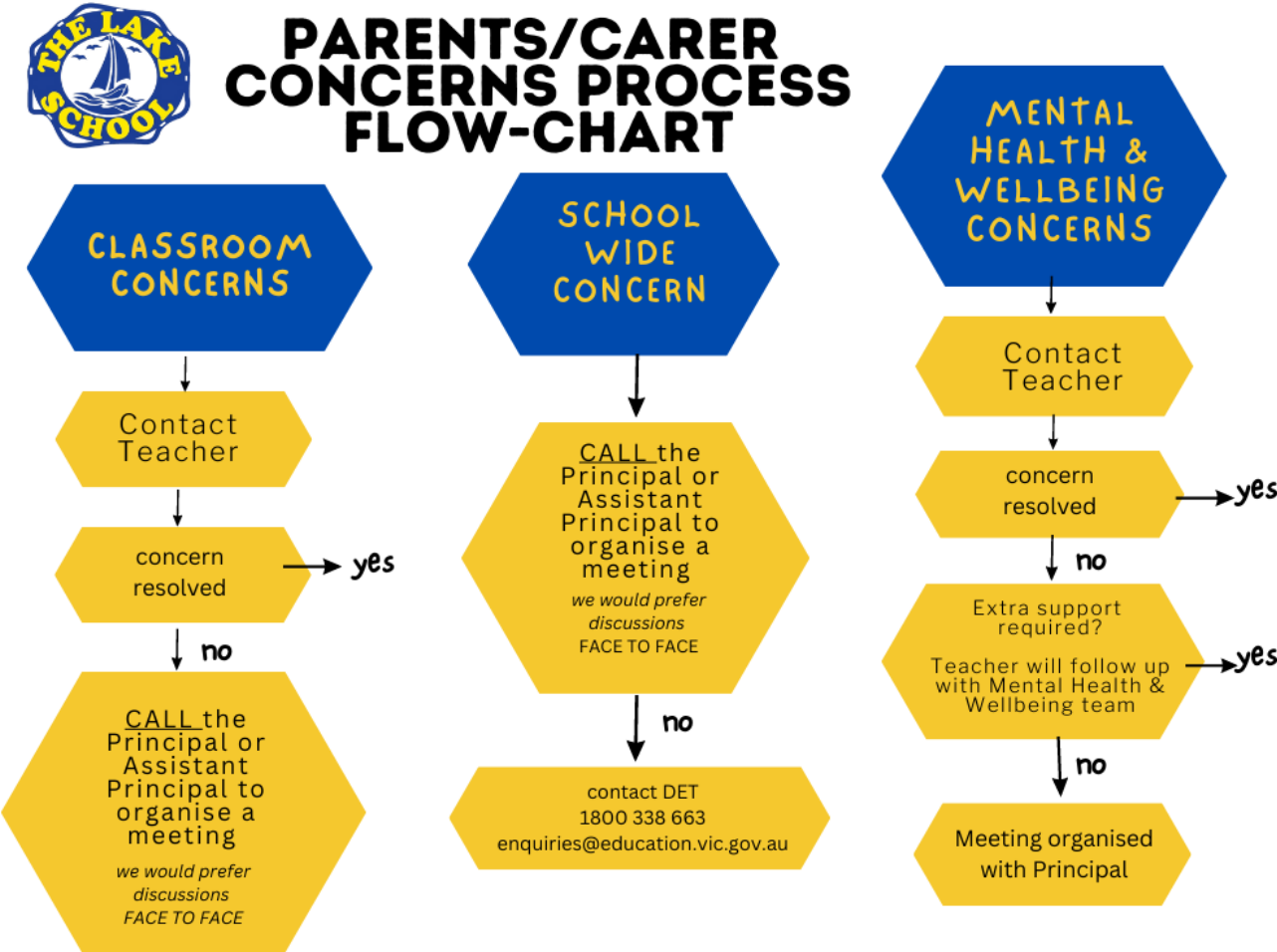
The Lake Primary School welcomes all constructive feedback and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other’s views and respect each other’s role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Please see the Parent/Carer Complaints Flowchart below.



February 2023



# Home Reading Challenge

**MS Warburton's  
2025 Lake School  
Home Reading Challenge**  
BEGINS MONDAY 10TH FEBRUARY

**50 NIGHTS**  
Certificate handed out by your classroom teacher  
March 30th

**100 NIGHTS**  
Certificate handed out at Assembly  
Success Value Card (included on certificate) and +1 point towards your house team  
Awarded a book from Ms Warburton's library  
May 20th

**150 NIGHTS**  
Certificate handed out by your classroom teacher  
July 9th

**200 NIGHTS**  
Certificate handed out at Assembly  
Learning Value Card (included on certificate) and +1 point towards your house team  
Awarded a lunch with Ms Warburton  
August 28th

**250 NIGHTS**  
Certificate handed out by your classroom teacher  
October 17th

**300 NIGHTS**  
Certificate handed out at the End of Year Community Evening  
Success Value Card (included on certificate) and +1 point towards your house team  
Awarded a medal  
December 6th

## House Teams

Students and staff proudly represent The Lake PS by participating in sporting activities in their allocated House team such as cross country, athletics and the swimming carnival. All students are allocated into one of the following House teams when they are enrolled.



## Infectious Diseases

Disease	Action to be taken in regard to the Infected Person	Action to be taken in regard to anyone in contact with the Infected Person
Chicken Pox	Exclude until fully recovered for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	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.
Glandular Fever	Exclusion is not necessary.	Not excluded
Hand, Foot and Mouth	Until blisters have dried up.	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
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	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 dressings where possible.	Not excluded
Impetigo ("school sores")	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza & Influenza-like illnesses	Exclude until well.	Not excluded

Measles	Exclude for at least 14 days after onset of rash.	Immunised contacts not excluded. Un-immunised contacts should be excluded until 14 days after the 1st day of appearance of rash in the last case. If un-immunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (Bacteria)	Exclude until well.	Not excluded
Meningococcal Infection	Exclude until adequate 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
Parvovirus – Slap Cheek (Fifth Disease)	Exclusion not necessary.	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after treatment has commenced. (A clearance letter from the Mildura Rural City Council must be produced in the case of pediculosis).	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded
Salmonella, Shingella	Exclude until diarrhoea ceases.	Not excluded
Streptococcal infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours, and the child feels well.	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
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude un-immunised household contacts aged less than 7 years and close child care contacts for 14 days after the exposure to the infection or until they have taken 5 days of a 10 day course of antibiotics.

## IT (including BYOD planning)

Technology plays a large role in our student's lives. Personal devices can enhance and enrich learning opportunities both at home and school. At The Lake Primary School our shared vision is to prepare our students for an era of independent learning and this includes work completed on digital devices. We aim for our students to strive for excellence through an independent learning program that integrates the curriculum and uses Information and Communication Technology (ICT) as a learning platform. We also educate students in the safe and responsible use of technology online.

### Why BYOD?

- Students will have enhanced opportunities to learn, engage, communicate, collaborate and develop skills that will prepare them for many aspects of their future life
- Develop skills needed for critical evaluation
- Learn to communicate and collaborate online
- Learn safe, responsible and ethical use of digital technology

- Develop and demonstrate knowledge, skills, practices and attitudes necessary for their life moving forward in the 21<sup>st</sup> Century

Bring Your Own Device (BYOD) is where parents purchase a device that their child brings to school each day to do their schoolwork. We highly encourage our families (particularly in Years 3-6) to take this up. This device remains the property and responsibility of the family. The school will provide wireless broadband internet access and security whilst at school. Families may opt for their child to leave their laptop at school during the school week or may choose to take home the laptop each night. **\*Please note that students must bring their chargers to school every day.**

The school will provide a Google Education domain where data and individual portfolios can be stored and accessed from school or externally by students/families that have log on capabilities.

***If families are unable to purchase BYOD's, then the school will provide students with shared devices. These devices always stay at school.***

Please contact the school for the Device Specification Guide.

## Library

Our library is open to students before school commences from 8:45am-9:00am each day of the week. The Lake PS provides an extensive range of information and literature for students and staff and new books are purchased twice each term. Students are allocated a weekly borrowing session in the library.

The school encourages families to purchase school library bags which can be purchased from most retail stores. In the case of lost or damaged items it is expected they are either replaced or reimbursed.

## Medication at School

Should a student require any medication, a parent/guardian must come to the front office and complete a 'Student Medication Information Form' authorising staff to administer necessary medication. Medication will be kept in the front office or in the fridge as required.

## NAPLAN

The National Assessment Program - Literacy and Numeracy (NAPLAN) assess literacy and numeracy skills that are essential for every child to progress through school and life. Students in Years 3 and 5 will participate in the annual NAPLAN tests in reading, writing, conventions of language (spelling, grammar, and punctuation) and numeracy. The assessment provides parents and schools with an understanding of how individual students are performing at the time of the tests. NAPLAN is just one aspect of a school's assessment and reporting process - it does not replace ongoing assessments made by teachers about student performance. In 2025, the NAPLAN test will take place during the period of March 12<sup>th</sup> – March 24<sup>th</sup>.



## Prep Orientation & Transition

Starting school is an exciting time. Our Prep transition program aims to familiarise children with our school, encouraging a smooth transition to The Lake Primary School community. Students attend 3 transition sessions where they begin to gain an understanding of school life, their classroom, meet their peers and future teachers.

### Transition Dates (2024):

The final state-wide 'Transition Day' will be held on Tuesday, 9<sup>th</sup> December. During this final session, children meet their 2025 teacher as well as the members of their class. Students will also be introduced to their allocated 2025 'buddy'.

Prior to the state-wide 'Transition Day', we host two additional orientation days (dates to be confirmed).

## Parent Contributions - 2025

In 2025 our School Fees are voluntary contributions:

- Curriculum contributions – \$200 per student
- Other non-curriculum contributions – \$100 per student

Below are items and activities that students use, or participate in, to access the curriculum.

- Classroom stationary (pencils, crayons, textbooks, rulers, glue sticks, paper, etc.)
- Online subscriptions (Literacy and Numeracy)
- STEAM consumables (Science, Technology, Engineering, Arts, and Music)
- Sports equipment purchases
- School incursions

Below are non-curriculum items and activities:

- Student wellbeing program (RAGE program, student wellbeing groups)
- School grounds maintenance and improvement

The Lake Primary School understands that some families may experience financial difficulty and offers a range of support options, including the camps, Sports and Excursions Fund (CSEF) and State Schools Relief (SSR) which is funding families can obtain if they have a valid Health Care Card.

Conveyance Allowance – is available to families who live at least 4.8km from the school. The Lake Primary School must be a student's 'closest' Primary School for them to be eligible.

If there are difficulties with payments, please contact the Principal to discuss payment options.

## Parents as Partners

Information evenings (Preps) and Introductory meetings (Prep – Year 6) are conducted early in Term one.

### Parents as Partners - Key Dates for 2025

#### Term 1 –

- **Curriculum Day** – Tuesday, 28<sup>th</sup> January (students do not attend school)
- **Professional Practice Day** – Wednesday, 29<sup>th</sup> January (students do not attend school)
- **Community Afternoon & Open Classrooms** (all welcome) – Tuesday, 18<sup>th</sup> February (3.30pm – 5.15pm)

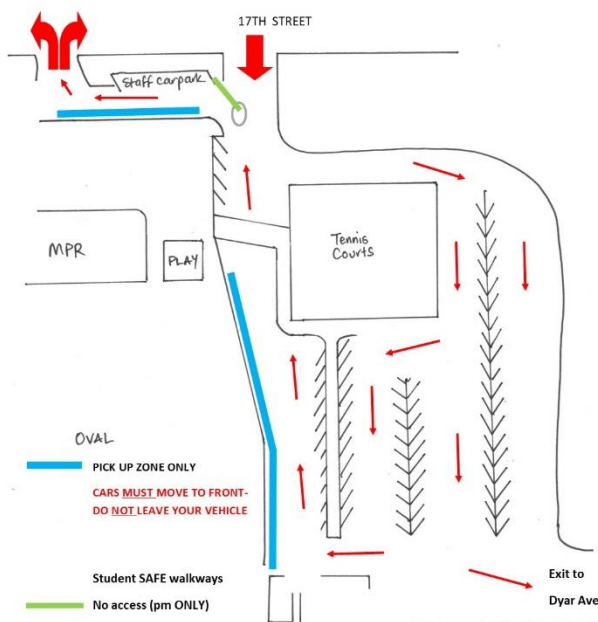
Throughout the remaining three terms, families will have the opportunity to discuss their child's progress at formal parent/teacher interviews and student portfolio sharing sessions. These dates will be published on Compass and in the weekly newsletter. If you wish to discuss your child's progress outside of these arranged times, please contact your child's teacher to organise a mutually agreeable time outside of face-to-face teaching.

## Policies

For a full copy of all school policies, access the following link - <https://www.thelakeps.vic.edu.au/policies>

## School Crossing and Car Park

### In the interest of Carpark Safety please obey the following guidelines



PLEASE, UNDER ANY CIRCUMSTANCES,  
DO NOT PARK OUTSIDE THE SCHOOL GROUNDS

At The Lake Primary School we have a school crossing on 17<sup>th</sup> street at the front of the school. Our crossing supervisor's name is Julie Tyron (MRCC) and she is on duty each morning (8.00am – 9.00am) and afternoon (3.00pm – 4.00pm). We encourage all families to use the school crossing when parking on 17<sup>th</sup> street.

It is essential, in the interest of safety, that children and parents cross on the crossing within the school grounds to access the onsite car park. Pick up and drop off zones are also available within the school with a quick drop off and pick-up area provided by utilising the 'kiss and drop' zones.

**To make this as safe as possible, the school has some very simple rules that must be followed by all parents/carers/ friends who drop off or collect students.** Please take the time to read through the rules and tips, check out the map and ask at the office if you have any questions at all. Please pass on the map and information to grandparents/relatives or friends who might pick up your children. **Thank you!**

## Student Management – Restorative Practices

The Lake Primary School has partnered with Real Schools, which uses a Restorative Practices approach to help schools build safe, strong, and productive cultures where kids, parents and educators can all thrive. Through this partnership, we aim to:

- Develop a strong, sustainable and relational culture for The Lake Primary School community
- Develop a deep understanding about human behaviour and the rules through which we learn to improve behaviour
- Provide practical tools, models and frames through which to build more consistent responses to student misbehaviour and promote higher engagement levels
- Access the teaching and non-teaching staff of the school to the unique Real Schools Restorative Practices model (RP2.0) which focuses on shifts in language, conduct and mindset as key levers for cultural enhancement and transformation
- Work together to develop positive relationships with students, staff and parents

When working through behavioural issues and social challenges, we use a process called P3P3F3. During this process, students are encouraged to reflect on 'Past' behaviours, consider 'Present' feelings and nominate 'Future' actions to restore relationships and to move forward with a positive mindset.

At The Lake Primary School, we have a select group of students that act as Real Schools ambassadors. These motivated students are champions of our Real Schools objectives and they positively impact our culture through peer teaching and feedback. In 2025, The Lake Primary School will implementing a complementary program called The Stand Up Project (SUP), which will sit alongside Real Schools. Primarily, SUP will focus on providing students with the skills, confidence and strategies to call out undesirable behaviours and to be an upstander.

## School uniform

The school **strongly recommends** that children wear the school uniform each day. All uniform items that have the school logo on them are available from the school office (polos, hats, beanies, jackets, backpack, etc.)

Summer	Girls	Blue and white check dress or Navy blue shorts/skort & Navy/Gold polo shirt with school logo (no 'short' shorts please) Enclosed shoes (sneakers or black school shoes)
	Boys	Navy blue shorts and Navy/Gold polo shirt with school logo Enclosed shoes (sneakers or black school shoes)
Winter	Girls	Navy slacks, track suit pants or jeans with Navy/Gold polo shirt with school logo and school windcheater/jacket Enclosed shoes (sneakers or black school shoes)
	Boys	Navy trousers, track suit pants with Navy/Gold polo shirt with school logo and school jacket Enclosed shoes (sneakers or black school shoes)
Hats	The school has bucket style hats available. Hats <b>must</b> be worn in Term's 1 and 4. Hats are optional in Term's 2 & 3.	
Sports tops	Light weight 'House' polos (Shillington, Bromley, Russell and Dermott) to be worn on days where students have scheduled PE/Health lessons and sports events <b>NOTE - to be purchased online through Laser Signs Plus &amp; Print - <a href="mailto:info@lasersp.com.au">info@lasersp.com.au</a></b>	

If you have any questions or need to purchase any of the following items, please contact the school office. EFTPOS facilities are available.

Item	Cost	Size
Polo tops	\$30	4, 6, 8, 10, 12 & 14
Bucket hats	\$15	S/M and M/L
Beanies (with school logo)	\$15	one size fits all
Windcheaters		
• Splice jacket	\$50	6, 8, 10, 12 & 14
• Fleecy jacket	\$50	6, 8, 10, 12 & 14
Backpack	\$55	one size
Sports tops	\$45	info@lasersp.com.au
'Take Home' reader bag	Complimentary for all Prep students	

All items of clothing should be **clearly labelled with your child's name**. A lost property basket is located at the front office. Unclaimed lost property items will be sold to families or donated to charity at the end of each Term.



## School Council

The School Council has the task of policy development and general directions and suggested improvements for The Lake Primary School. The School Council is elected by the school community with members serving two-year terms with half retiring in first term each year. The School Council operates a number of sub-committees and seeks community involvement in these forums to continually improve the educational facilities and programs for the students of our school. The current sub-committees are Buildings and Grounds, Policy Development and Gardening Club fundraising. Additional sub-committees are formed during the school year as required. The School Council meets twice a term.



## School Hours

### Morning drop off

Please note that there is no supervision for students who arrive before 8:30am. Unless there are teachers onsite, it is not safe for students to be dropped off at school to wait on their own. On most days, staff arrive between 8am and 8:30am with official teacher supervision commencing at 8:30am.

#### Bell Times

- 8.45: Classroom doors open (students go to their classroom and check-in, fill their drink bottle, have their home reading diary checked and read if they haven't done so the night before)
- 9.00: 2-hour learning block
- 11.00: Supervised lunch eating (outside)
- 11.15: Outside play
- 11.45: 2-hour learning block
- 1.45: Supervised recess eating (outside)
- 1.55: Outside play
- 2.15: 1-hour learning block
- 3.15: Dismissal

## SunSmart Policy

Our school has a Sun Smart policy and children are required to wear hats throughout Term 1 and Term 4. A “no-hat-no play” policy is enforced and children without hats must remain in a designated shade area. There are school hats available through the school office and we seek strong parental support in enforcing this policy. During Term 2 and Term 3, students can wear a school beanie which is available for purchase at the front office for \$15.

## Term Dates

<b>TERM 1</b>	29 <sup>th</sup> January – 4 <sup>th</sup> April
<b>TERM 2</b>	22 <sup>nd</sup> April – 4 <sup>th</sup> July
<b>TERM 3</b>	21 <sup>st</sup> July – 19 <sup>th</sup> September
<b>TERM 4</b>	6 <sup>th</sup> October – 19 <sup>th</sup> December

## Values

Tolerance

Success

Learning

Resilience

Respect

## Victorian Curriculum

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The curriculum is based on the following learning areas -

- English
- Mathematics
- Health & Physical Education
- The Arts (STEAM)
- Personal and Social Capabilities
- Languages (AUSLAN)

## Wellbeing & Mental Health

Mental Health and Wellbeing is a high priority here at The Lake Primary School and we pride ourselves in taking a whole school approach. We provide a positive and nurturing environment for students to develop confidence, social skills and healthy life habits.

We understand, at times, mental health and wellbeing challenges arise for children and their families. While all staff take a responsibility for positive mental health and wellbeing promotion, a dedicated Wellbeing Team provides support to students and families through:

- Identifying students displaying wellbeing and mental health concerns
- Providing targeted and more individualised support for students who need it
  - Daily assistance with student concerns and friendship issues
  - Offering short-term student counselling
  - Small group social and emotional skills
- Providing referral pathways to support services both within and beyond the school
- Assisting families and students experiencing school attendance issues
- Financial support with uniform as needed

Honest and open communication between school and families is integral to supporting positive student wellbeing. We strongly encourage parents and carers to maintain close contact with their child's classroom teacher, should they have any questions or concerns.

We also have a Student Wellbeing Team. The Wellbeing Co-ordinator meets regularly with these students to discuss wellbeing ideas they have and assist with the implementation of ideas. Our Student Wellbeing Team have a yard duty roster and they enjoy this responsibility. While on yard duty students are on the lookout for anyone who may be playing alone and will invite students to play with them if needed.