



2023

Parent Information Handbook

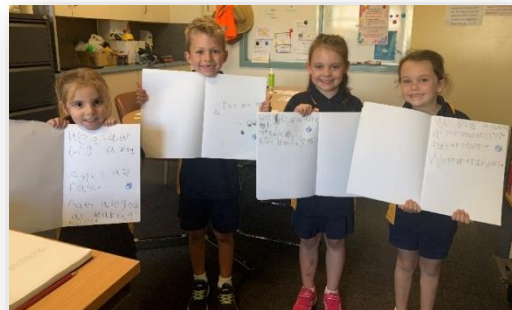


The Lake Primary School
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Cabarita Vic 3505
Ph: 03 5023 3468
E: the.lake.ps@education.vic.gov.au
School # 3581
ABN: 67 326 859 398

Our Values:

- **RESPECT** – Each child must learn to work in a group respecting the rights, feelings and property of others
- **LEARNING** – Everyone has the right to learn in a happy and safe environment. We have high expectations for learning
- **SUCCESS** – Do your best, set achievable goals, celebrate success
- **RESILIENCE** – Try to control your emotions, remain calm and bounce back if something goes wrong
- **TOLERANCE** – Understand and accept individual differences in all of us





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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), Taming the Beast (Bullying program) and student and 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- School Lunches, Book Club, School Council, Camps & Excursions, Sporting Events and Parent Club just to name a few. We would certainly appreciate your time and participation for any of these events.

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.

Bernadette Warburton

A handwritten signature in black ink, appearing to read 'Bernadette Warburton'. The signature is fluid and cursive.

Principal.

School Staff

Bernadette Warburton	Principal
Shaun McInerney	Assistant Principal
Kerryn Rogerson	Leading Teacher, Inclusive Classroom Co-ordinator
Jackie Walsh	Learning Specialist (Literacy)
Mia Humphrey	Learning Specialist (Numeracy)
Robyn Bacon	Education support - Business Manager
Sallie Roelofs	Education support - Administration
Tracy Kerridge	Prep teacher
Kristie Hunt	Prep teacher
Katrina Land	Year 1/2 teacher
Georgia McNair	Year 1/2 teacher
Kathryn Arnold	Year 1/2 teacher
Steven Gale	Year 3/4 teacher
John Bell	Year 3/4 teacher
Kate Barnes	Year 3/4 teacher
Mia Humphrey & Jackie Walsh	Year 3/4 teacher
Marg White	Year 5/6 teacher
Kate Donaldson	Year 5/6 teacher
Jodie Goddard & Samantha Alexander	Year 5/6 teacher
Kirrily Parfrey	Year 5/6 teacher
Erin Taylor	Physical Education teacher
Jack McLean	STEAM specialist teacher
Louise Bowes	Wellbeing Co-ordinator
Liz Patterson	Mental Health Co-ordinator/Respectful Relationships teacher
Kristen Wade	AUSLAN teacher
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
Ally Burke	Education support - Teacher Aide
Phillip Sheahan	Groundsman
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 STEAM, LOTE, (AUSLAN) Physical Education 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 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 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.



Principal: Ms Bernadette Warburton

WHOLE SCHOOL

School Strategic Plan

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- each child must learn to work in a group and respect the rights, feelings and property of others

Learning- everyone has the right to learn in a happy and safe environment and we all have high expectations for learning

Success- do your best, set achievable goals and always celebrate success

Resilience- try to control your emotions, remain calm and bounce back if something goes wrong

Tolerance- understand and accept individual differences in us all

Priority Goals for 2023

GOALS, TARGETS AND KEY IMPROVEMENT STRATEGIES (KIS) FOR NEXT SSP (2021 – 2024)	
Goal 1	
To improve learning outcomes for all students.	
Targets	
By 2024 the percentage of Year 3 students achieving in the top 2 bands of NAPLAN reading will improve from 43% to 52%, in NAPLAN writing from 40% to 50% and in NAPLAN numeracy from 26% to 38%.	
2024 the percentage of Year 5 students achieving in the top 2 bands of NAPLAN reading will improve from 42% to 45%, in NAPLAN writing from 15% to 19% and will be 34% (based on the average of 2017-19 data) in NAPLAN numeracy.	
1.2 By 2024 the percentage of Year 5 students meeting benchmark or above in NAPLAN reading will improve from 77% to 80%, in NAPLAN writing from 77% to 80% and in NAPLAN numeracy from 76% to 80%.	
1.3 By 2024 the percentage of positive responses for the School Staff Survey (SSS) School Climate module factor academic emphasis will improve from 63% to 75%, collective efficacy from 80% to 85%, guaranteed and viable curriculum from 71% to 80% and teacher concern from 57% to 75%.	
Key Improvement Strategies (KIS)	FISO dimension
1a. Build a culture of teacher collaboration through the implementation of Professional Learning Communities (PLCs).	<i>Building practice excellence</i>
1b. Develop, implement and embed a whole-school approach to formative and summative assessment.	<i>Curriculum planning and assessment</i>
1c. Develop and implement consistent and accountable teaching practices.	<i>Building practice excellence</i>

Goal 2	
To improve student engagement in learning.	
Targets	
2.1 By 2024 the percentage of positive responses for the Attitudes to School Survey factor student voice and agency to improve from 78% to 80%, stimulated learning from 83% to 90%, motivation and interest from 83% to 90% and self-regulation and goal setting from 83% to 90%.	
2.2 By 2024 the percentage of positive responses for the Parent Opinion Survey (POS) factor student motivation and support will improve from 85% to 88%, stimulating learning environment from 88% to 90% and student agency and voice from 83% to 85%.	
Key Improvement Strategies (KIS)	FISO dimension
2a. Build teacher capacity to activate student voice and agency within the classroom.	<i>Empowering students and building school pride</i>
2b. Develop and implement opportunities for students to be reflective, questioning and self-monitoring learners.	<i>Empowering students and building school pride</i>

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 or 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 2:30pm. 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. Student will receive a **school wristband and award** from the Principal for each of our school values after demonstrating the school values three times. *Please note that Prep to Year 2 and Years 3/4 and 5/6 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 run in one term per year.

Buddy Program

Students in prep will be allocated a year 5 or 6 buddy to help support the transition for their first year of school. There are many opportunities for buddies to get together to learn and have fun both during learning time and at recess and lunchtime.



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 2023.

- ❖ 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 Pioneer Settlement, Swan Hill
- ❖ Year 5 2-night stay at Camp Kookaburra (Echuca)
- ❖ Year 6 2-night stay at Camp Sheoak (Victor Harbour)

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 Thursdays
- Regular Facebook posts of school events and programs
- Regular meetings with Parents & Community Group and 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 Information Booklet to all new 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 the Parents' and Community Group and School Council



Communication (Parent)

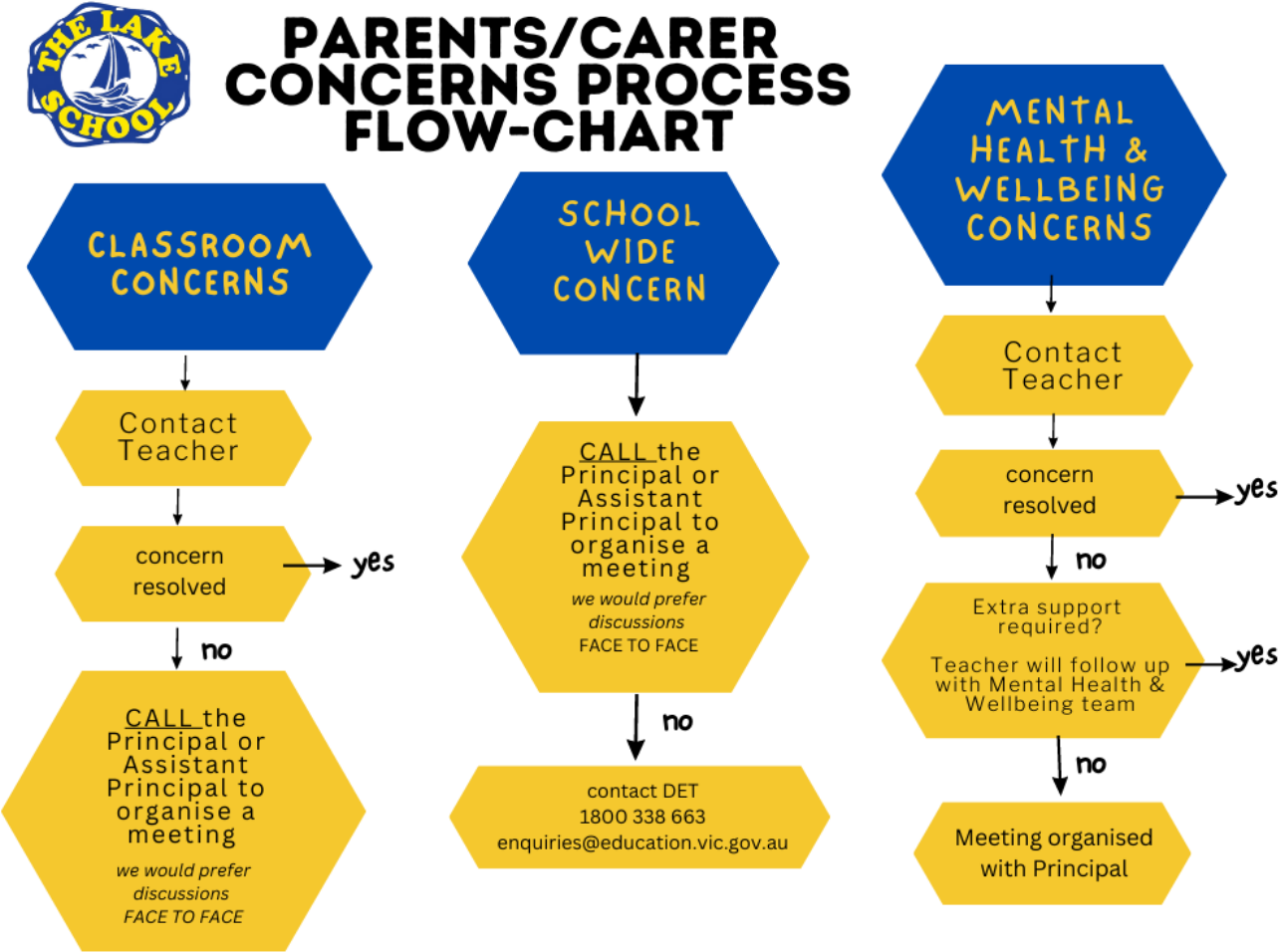
The Lake Primary School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important 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.



House Teams

Students and staff proudly represent The Lake PS by participating in sporting activities in their allocated house team such as cross country, the athletics day and 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. Nearly all jobs in any industry have a strong ICT component, so it is essential that they learn these skills. 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 21st Century
- The school will provide a monetary credit for families against school fees should they take up the BYOD per child in the first year.

Bring Your Own Device (BYOD) is where parents purchase a device that their child brings to school each day to do their school work. 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 stay at school at all times.

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.

Lunch Orders

Each class has access to a fridge so that lunches may be kept fresh and cold as required. The P & C organise lunch order days each and every Thursday throughout the year – these days are highlighted in the weekly newsletter with special order forms forwarded to families in advance that need to be returned each week by Tuesdays 4pm. Families can also purchase lunch order tokens at the front office which is our preferred option of payment.

Medication at School

Should a student require any medication a note must be provided to the school stating:

- Name of medication
- Dosage
- Time for administering medication
- Any other relevant details about the medication and/or the reason for it to be given to the student

This note should be signed and dated by the parent. A new note is required for each new medication. Medication should be clearly labelled and in its original container.

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. This year the NAPLAN test will take place during the period of the 15th March to the 27th March.

Prep 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.

2023 Transition Dates:

- Wednesday 30th August
- Wednesday 1st November
- December transition date – TBC. During this final session, children meet their teacher for 2024 as well as the members of their class. They are also introduced to their Year 5/6 buddy.

Each session runs from 9-11am.

Parent Contributions - 2023

In 2023 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)
- 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 4.8km from the School. The Lake Primary School has to be their '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 – Yr6) are conducted in early term one.

Parents as Partners- Key Dates for 2023

Term 1- Parent/Teacher Interviews Monday 3rd April 9am-5pm (students attend school)

Term 2- Professional Practice Day Monday 24th April (students do not attend school)

Curriculum Day Tuesday 13th June (pupil free day)

Portfolios given out to families Monday 9th June

Term 3- Parent/Teacher Interviews Thursday 14th September 9am- 5pm (students attend school)

Curriculum Day Wednesday 16th August (pupil free day)

Term 4- Curriculum Day Monday 2nd October (pupil free day)

Professional Practice Day Tuesday 3rd October (students attend school)

Portfolios given out to families Friday 15th December

Parents are invited and encouraged to visit the school to discuss their child's progress at any time during the year. Please contact your child's teacher to arrange a mutually agreeable time.

Parents Club Organisation

The school has always had a strong group of workers in its Parent and Community Group; however, new members are always welcome and needed to assist the school and children. Meeting times are published in the school newsletter. Parents may bring their children if they wish.

Policies

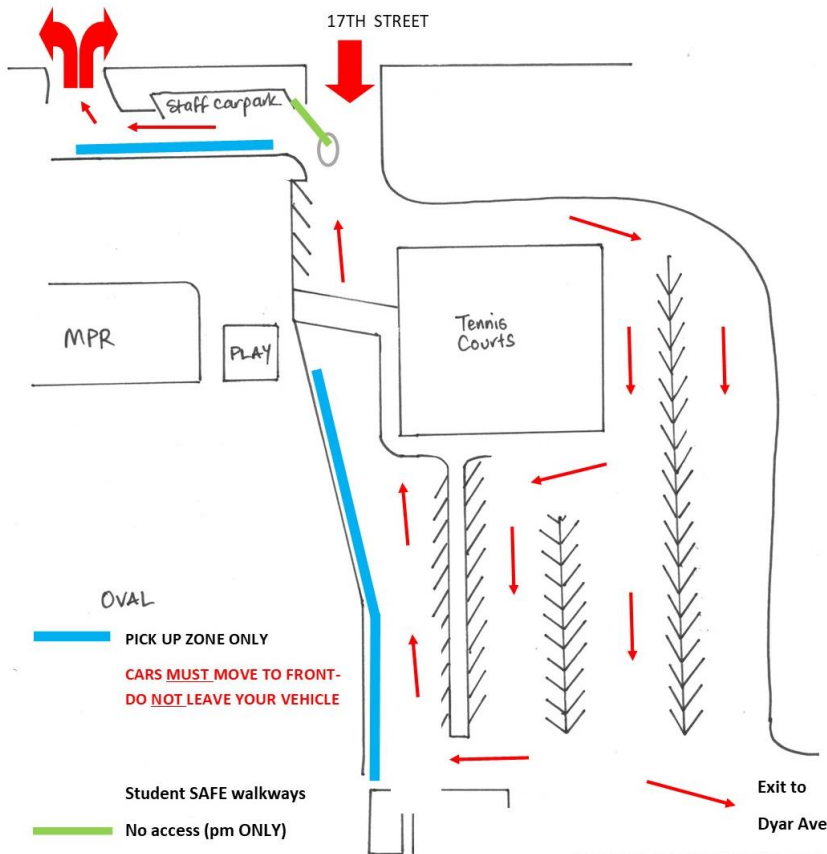
For a full copy of all school policies access the following link - <https://www.thelakeps.vic.edu.au/policies>

School Crossing and Car Park

In the interest of Carpark Safety please obey the following guidelines

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 off 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 below 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!**



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

Student Management

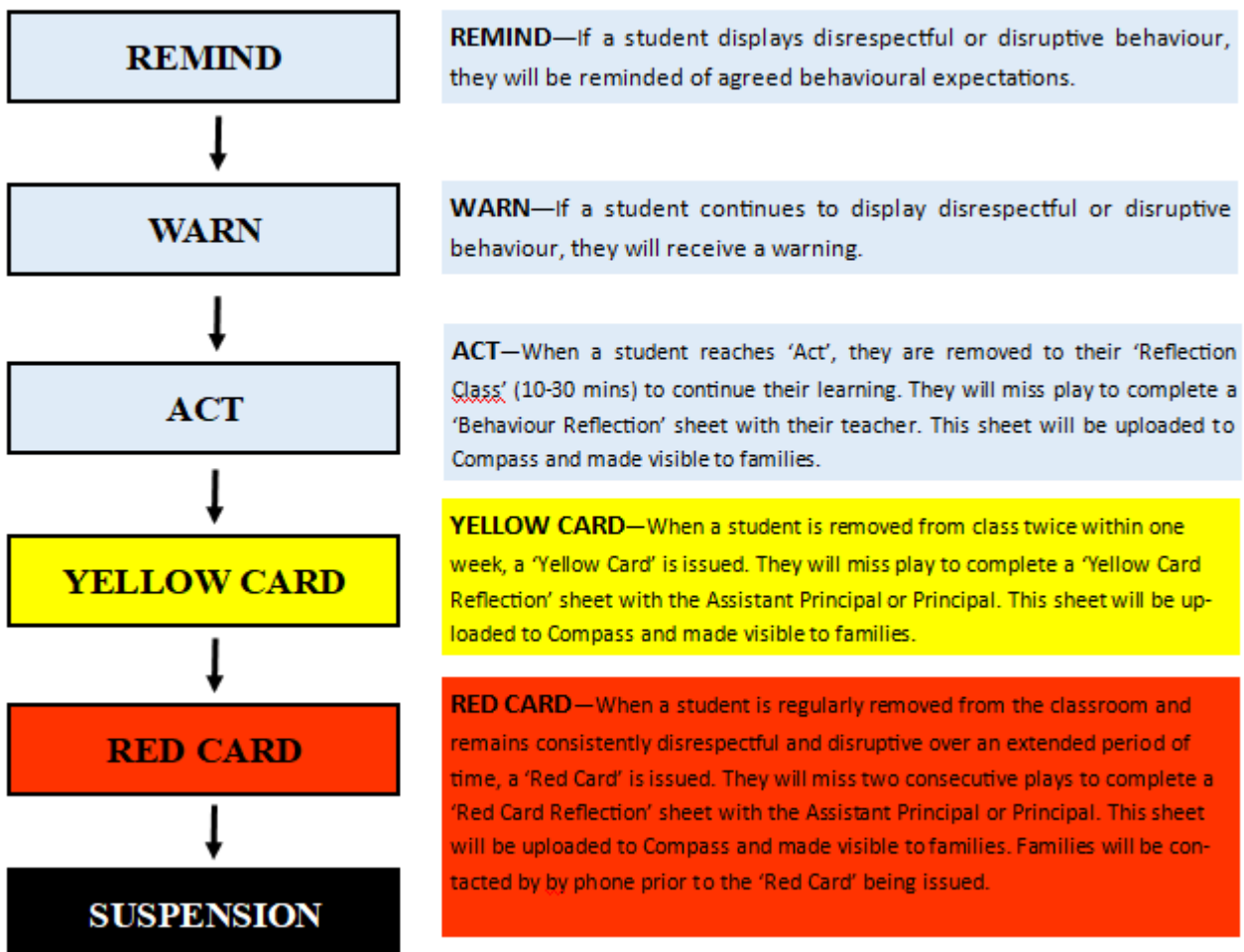
The Lake Primary School aims to provide a safe and secure learning environment for all members of its community — students, staff and parents. Each person is expected to treat others with respect, honesty, courtesy and consideration.

Every child has the responsibility to accept, relate to and understand the feelings and beliefs of others. They are encouraged to develop self-discipline and to take responsibility for their actions both in the classroom and out in the playground.

The **Student Management Policy** aims to assist students to monitor their behaviours and the impact on themselves and others. Our approach reflects our school values - Respect, Tolerance, Resilience, Learning and Success

- The 'Behaviour Flowchart' will be reviewed and displayed in every classroom. Students are encouraged to monitor their own behaviour
- Each class will establish classroom expectations at the beginning of the year and all students will be made aware of the consequences relating to unacceptable behaviours
- Positive behaviours are recognised on Compass via a 'Green Card'
- Consequences may be different for students on 'Behaviour Plans'

Student Learning—Behaviour System



Card System:

- When a student receives a 'Red Card', they will complete a 'Reflection Sheet' during play time with the Principal or Assistant Principal
- Classroom and playground behaviours are linked to appropriate consequences. Consistency across the school is essential
- Where possible, before uploading a 'Red Card' on Compass, parents/guardians will be informed via a phone call from either the teacher, Assistant Principal or Principal
- Specialist teachers and teachers on yard duty are responsible for issuing 'Yellow Cards' and 'Red Cards', making contact with parents/guardians and informing classroom teachers
- CRT's are not to issue 'Yellow Cards' or 'Red Cards'. Rather, they are to inform the Principal or Assistant Principal
- Teachers are encouraged to document other important student information using a 'Grey Card' (general observation)
- Excursions & Camps - In the case that a student receives 2 'Red Cards' or 4 'Yellow Cards' during one Semester, the student will be disallowed the privilege of attending excursions, camps or sporting events for the remainder of that Semester.

Yellow Card Behaviours	Red Card Behaviours
<ol style="list-style-type: none"> 1. Being in an 'out of bounds' area 2. Using hurtful or disrespectful language 3. Yelling aggressively at other students or staff members 4. Failing to follow reasonable teacher instructions 5. Deliberate and repeated lying 6. Interrupting the learning of others 7. Rough play 	<ol style="list-style-type: none"> 1. Bullying — physical, social or cyber 2. Fighting, hitting or deliberate harmful acts 3. Intentionally throwing rocks/items, etc 4. Deceitful hiding of mobile phones, toy guns, and other electronic devices 5. Posting images or comments of students at school without permission 6. Leaving the classroom or school grounds without permission 7. Deliberately damaging school equipment or other people's property 8. Vandalism 9. Swearing 10. Repeated 'Yellow Cards' (3) 11. Inappropriate use of ICT equipment 12. Stealing

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)

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 must be worn in Term's 1 and 4. Hats are optional in Term's 2 & 3.
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If you have any questions or need to purchase any of the following items please contact the school office. EFTPOS facilities are available

Polo tops	\$30	Sizes 4, 6, 8, 10, 12 & 14
Hats	\$15	Sizes S/M and M/L
Beanies	\$15	
Windcheater:		
Splice Jacket	\$50	Sizes 6, 8, 10, 12 & 14
Fleecy Jacket	\$50	Sizes 6, 8, 10, 12 & 14
Backpack (not compulsory)	\$55	
Take Home Reader Bag	\$10	(Our Parents' and Community Group provide all Prep students with a Take Home Reader Bag)

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 or donated to charity organisations.



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 the school. The current sub-committees are Buildings and Grounds, Policy Development, 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 and read if they haven't done so the night before)*
- 9.00: *2-hour learning block*
- 11.00: *Supervised recess eating (outside)*
- 11.10: *Outside play*
- 11.45: *2-hour learning block*
- 1.45: *Supervised lunch eating (outside)*
- 1.55: *Outside play*
- 2.15: *1-hour learning block*
- 3.15: *Dismissal*

SunSmart Policy

Our school has adopted a Sun Smart policy and children are required to wear hats throughout terms one and four. A "no-hat- no play" policy is enforced and children without hats are sent to a designated shade area during these terms. There are school hats available through the school office and we seek strong parental support in enforcing this policy. During terms two and three, students can wear a school beanie which is available for purchase at the front office.

Term Dates

2023	TERM 1	27th January (school teachers start) to 6th April
	TERM 2	24th April to 23rd June
	TERM 3	10th July to 15th September
	TERM 4	2nd October to 20th December
2024	TERM 1	30th January (teachers start) to 28th March
	TERM 2	15th April to 28th June
	TERM 3	15th July to 20th September
	TERM 4	7th October to 20 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 that from time to time 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 supports 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
- Breakfast club

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 look out for anyone who may be playing alone and will invite students to play with them if needed.