LAKES ENTRANCE PRIMARY SCHOOL

HANDBOOK 2023

INFORMATION FOR PARENTS

"All Children Can And Will Achieve"

Persistence *Mutual Respect* *Success* *Belonging*

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SCHOOL PROFILE

Message from the Principal…

At Lakes Entrance Primary School we seek to value every child as an individual. We know that children learn at different rates, respond to different learning experiences and thrive in different ways. We firmly believe that every child can achieve success and we will persist to reach that goal for your child. We are strongly committed to equality for all.

Our school is dedicated to mutual respect and we place great importance upon our partnership with you as parents. We welcome your participation in special school activities and regular programs such as classroom reading; we know that children learn better if their parents are involved in their schooling.

We provide a safe, orderly and positive learning environment. We organise recess and lunchtime activities in order to engage as many students as possible. We aim to enhance self-esteem and develop constructive social skills.

The school provides extensive camps, excursions, sports, music and arts programs. The organisation of classes is based upon a multi-age structure which encourages individual achievement and enhances social development.

The school was established in 1886 and has a long and proud tradition, but we are proud of our 21st century learning spaces and innovative technology.

We trust that your child will have a happy, stimulating and successful school life with us.

Simon Prior

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SCHOOL MISSION

Lakes Entrance Primary School aims to promote the development of students as independent, life-long learners.
The prime focus of our school is to provide a comprehensive, learning program for every student enabling them to achieve their social, emotional and academic potential.

SCHOOL VISION

"All Children Can and Will Achieve"

SCHOOL VALUES

Persistence
To us this means: Keep on trying and never give up

Mutual Respect
To us this means: Always treat others as you would like to be treated

Success
To us this means: Always strive to achieve our goals

Belonging
To us this means: We value and accept each other

SCHOOL MOTTO

"Set your course"

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School Contacts

Principal: Simon Prior 5155 1812
Assistant Principal: Deborah Mathers 5155 1812
School Enquiries: Office - Liz Rowe 5155 1812
- Brooke Stanisich
Business Manager: Vicki Fraser 5155 1812
School Council President: Cherie Willis 5155 1812

Address: 49 Myer Street, Lakes Entrance 3909
Email: lakes.entrance.ps@education.vic.gov.au
Web address: http://www.lakesps.vic.edu.au

Communication: Find us on: facebook SkoolBag

Term Dates for 2023:

Term 1 - Staff resume Friday 27th January
Students start school Monday 30th January
Term 1 ends Thursday 6th April
Term 2 - Monday 24th April – Friday 23rd June
Term 3 - Monday 10th July – Friday 15th September
Term 4 - Monday 2nd October – Tuesday 19th December

Public Holidays: The School observes the normal public holidays. These dates are published in the School Newsletter closer to the relevant date.

School Hours:

8:00am	Attendance notification (Parent by phone or Skool Bag App)
8:30am	School office opens
8:35am	School doors/gates open and yard supervision begins
9:00am	Classes commence
11:00am	Morning recess
11:30am	Classes resume
1:30pm	Lunch eaten in either classroom or covered area under supervision
1:40pm	Lunch recess
2:15pm	Classes resume
3:15pm	Dismissal
4:30pm	School office closes

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CURRICULUM & PROGRAMS

Lakes Entrance Primary School offers a comprehensive curriculum during your child's 7 years in Primary School. The curriculum is based on the sequential stages outlined in the Victorian Curriculum which outlines what is important for all Victorian students to learn and develop during their time at school from Foundation to Year 10. The curriculum outlines the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

Teachers use the Victorian Curriculum to plan student learning, assess student progress and report to parents. Curriculum planning across all levels of the school is ongoing and teachers meet weekly to plan and coordinate learning experiences and to evaluate and moderate student progress. There is a strong emphasis on Literacy and Numeracy, with high student, parental and teacher expectations. A broad range of extension and intervention programs is provided for children with special talents or additional needs. Information about the Victorian Curriculum can be found at: http://victoriancurriculum.vcaaa.vic.edu.au/

Assessment, Reporting and Testing:

Assessment and reporting at Lakes Entrance Primary School focuses on what students learn, the way they learn and provides information to parents, students and teachers on their child's progress. This is done through a variety of ways such as observations, discussions with the students, keeping continuous records, student self reflection and testing.

Assessment and reporting provides teachers with information about what students know and can do, and it allows teachers to make recommendations for their future learning. It is an ongoing process which enables teachers to make informed and consistent judgement to improve future student learning. Assessment and feedback also informs teacher planning for the next steps in a student's learning as they continue to make progress along the learning continuum. Formal school reports are sent home at the end of Terms 2 and 4 and formal meetings between parents and teachers take place during Term 1 and mid year. Parents are also encouraged to meet with their student's teacher at a mutually convenient time to discuss any areas of concern or celebrate success.

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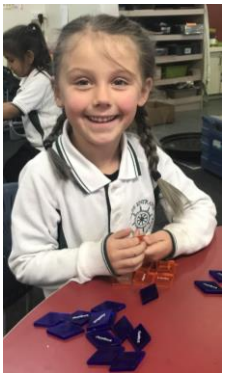
Literacy:

- Our approach to teaching literacy at LEPS involves a daily two hour designated learning block where reading and writing are the focus. During this time, teachers are explicitly teaching reading and writing strategies through clear and explicit mini lessons. Students are then given time to practice these skills, while teachers support students through 1-1 goal setting conferences, or small group instruction. Following the reading and writing sessions, students also spend half an hour working on spelling and vocabulary. We use the Soundwaves program to support students in this area.

- As a whole school approach to teaching reading, we use the Café approach which works to develop and further student's skills around comprehension, accuracy, fluency and vocabulary. It is a simple yet comprehensive way to ensure growth for all readers. It supports teachers to help student's recognise their strengths as readers, while focusing on goal setting to support their needs. To practice reading at home, students have daily take home books and weekly visits to the whole school library.

- Similar to reading, our writing program focuses on the 6+1 Writing Traits which supports students to become skilful writers. It allows them to build their skills around voice, organisation, ideas, conventions, word choice, sentence fluency and presentation. Teachers use the writing workshop to teach new strategies and set goals with students to support their writing.

- Across the school we also use a reading intervention program called MultiLit. The MiniLit, and MacqLit programs are a practical, systematic, explicit and effective model for teaching reading skills to struggling reader across the school



Mathematics:

At Lakes Entrance Primary School we provide a learning environment where all children can succeed. An environment where children are able to celebrate success, have confidence in their own ability and are engaged in learning targeted to their individual needs.
Our program is based on the developmental pathways in mathematics, recognising that students must build strong foundations and strategies working with numbers to have success through their learning journey. This develops deep understanding which leads to confidence and a positive mindset in relation to their mathematics ability.

Our program assesses students along 4 developmental pathways in mathematics; Counting, numeration, addition and subtraction and multiplication and division. Teaching and learning experiences are then planned for the exact point of student need and developing their next step in understanding is supported.
Deep mathematics understanding and ability is developed when students:

- Are given short, specific teaching instruction.
- Have an opportunity to explore and discover their own understanding using a variety of models and manipulatives to develop concepts.
- Are given opportunities to encounter problems which need to be resolved to address misunderstanding.
- Are provided with learning experiences directly based on their point of need.
- Receive timely feedback and support from teachers that guides students understanding and the development of meaningful skills and knowledge.
- Have opportunities to practice what they have learnt to encourage fluency and flexibility of thinking.
- Are allocated time to work together with their classmates and also individually based on their particular learning needs.
- Use technology to support and consolidate their understanding in a meaningful way.

Our program also promotes the development of self-directed learners, encouraging students to track their own learning goals and celebrate their progress; ensuring the development of confident, capable and excited mathematicians.

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Language and Cultural Studies:

Vision

Learning about Aboriginal and Torres Strait Islander histories and cultures allows students to develop respect for diversity and understanding of cultural difference. It provides all students with a rich and well-rounded knowledge of Australia's history.

Lakes Entrance Primary is lucky to have had a long standing connection to our Indigenous community. It is our aim to build on this into the future. As a school we believe that the history and values of the world's longest surviving culture is something that the whole of Australia can celebrate and be proud of. Learning about our nation is crucial to developing empathetic, informed, strong, young learners who are confident and equipped to contribute to modern society.

From 2019 we have begun learning activities that explore the language, history and culture of Indigenous Australians. The program provides students with learning experiences linked to the national curriculum that promotes deep understanding and engagement with the history of Australia and our nation's first people.

While the program will focus predominantly on the language and culture of the Gunai Kurnai people, we acknowledge that the background and identity of the Indigenous students of our school, their families, the wider community and our Indigenous staff is rich and varied. Although not all our families identify as Gunai Kurnai our program will focus on the language of the Gunai Kurnai people as the traditional owners of the land on which our school resides.

It is our hope that on every step of this journey we will be informed by students, families, community and elders. Through these partnerships we can be supported in developing a rich and engaging program that provides meaningful, embedded and relevant content across all learning areas, adding value to our school, community and students' lives. We welcome families and community members to share their knowledge with us, to help guide us in this process and to provide us with feedback and support wherever possible.

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Science, Technology, Engineering & Mathematics (STEM)

Lakes Entrance Primary School opened its STEM Centre at the beginning of Term 1, 2017. Students from Prep to Year 6 have the opportunity to engage in STEM Specialist classes weekly.

The aim of STEM is to encourage students to develop confidence early in life; developing students' Computational Thinking and Problem Solving strategies, which will continue to evolve as their education journey continues (or progresses). These are not just skills in education, but life skills.

Over 50% of future employment will require STEM related skills. Furthermore, current research shows that many students, especially girls, lose confidence and disengage in STEM based curriculum as they get older. It is for this very reason, last year a Girls STEM Program was introduced and continues to be developed.

In 2020, we have been witness to a big transition to adopting EdTech not only in the STEM classroom but throughout all classrooms. All students from Prep to Year 6 have their own Google Account and access to the whole Google Workspace for Education tools, as a result increasing their understanding of Digital Technology and Digital Literacy. This also afforded us the ability to get innovative during COVID such as doing a live stream of our Cross Country event and the students participating in race calling.

Grant funding in previous years has opened up new opportunities of virtual incursion for students with a Design Thinking framework, Chromebooks in the STEM Room, Merge Cubes, CoSpaces 3D Design Program, Drones, AirServer to allow both staff and up to 8 students at a time mirror to the TV and furniture to allow for a flexible learning space. However, it is just as important that students learn the "hands on" of construction and engineering, that is experienced throughout the year levels.

In addition to the Girls STEM and after school STEM Club, we have introduced an eSports club for the first time this year. Students are competing with students from other states of Australia and nearby Asian countries.

There is always something new happening in the STEM Centre. It is often described by visitors as "like walking into another world." Lakes Entrance Primary School students are extremely fortunate to be immersed in this level of 21st Century learning and our STEM Centre is a highlight of our school.

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Visual Arts Program:

Our Visual Arts program engages students through various projects by exploring different materials, techniques, processes and technologies. With the focus on the four curriculum areas of exploring and expressing ideas; visual arts practices; presenting, responding and interpreting, students are challenged with a range of projects incorporating 2D and 3D visual arts forms.

Students discuss, interpret and respond to artists from around Australia along with different countries and cultures. This provides students different types of questioning and critical thinking skills but most importantly shows them new artists and art styles. Above all, we work really hard on students building pride in their work and sharing their successes through peer feedback and displays in school and community.

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Music Program:

Music education enhances children's learning by encouraging self-discipline, motivation and confidence. Singing develops the ear, and learning an instrument uses the whole brain by incorporating mathematics and reading skills, with fine and gross motor skills and emotional expression. Music makes many links to other subjects and students studying music have been shown to improve their educational outcomes.

Lakes Entrance Primary School has an Instrumental Program, offering lessons to students from Grade 3 - 6 on Fridays. Our school is passionate about Music and aims to make it accessible to all families, with no lesson fees and only $20 payment for instrument hire; this is amazing! Students have the opportunity to learn saxophone, clarinet, flute, trumpet, trombone, violin, keyboard and guitar. With growing interest, we hope to continue to increase the number of enrolments and expand this program further, also offering an ensemble that instrumental students can be a part of. All of our music students develop their confidence and performance skills by playing at our assembly on Fridays, and when possible at community events.

Our school also offers Choir, which is open to all students from Years 1 to 6. Choir rehearses each Friday and develops students singing skills. We perform regularly at assemblies and at community events as requested eg. Community Carols.

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Physical Education/Sports Program:

Students in grades Prep to 6 participate in a 60min weekly Physical Education lesson with a qualified, specialist trained Physical Education teacher.

The Physical Education Program at Lakes Entrance Primary School aims to:

- Foster a love for moving and teach the skills necessary to help children live a lifelong active lifestyle
- Develop and master Fundamental Motor Skills, such as run, jump, catch, throw, kick and strike
- Develop tactics and decision making to advance technical skills through a games sense approach
- Encourage the development of cooperation, team spirit and mutual respect
- Build confidence and encourage persistence through a growth mindset, which will aid students to experience success

The school has a large grassed oval with football and soccer goal posts, an undercover basketball court and an indoor room with access to equipment used for our Perceptual Motor Program (PMP). PMP is a movement-based program which helps younger students improve their eye/hand and eye/foot coordination, fitness, balance, locomotion and eye-tracking skills.

Our program allows students to undertake a variety of roles when participating in sports such as; umpire, coach, player and administrator and assume responsibility for the organisation of aspects of a sporting competition.

Annually students participate in our school Swimming, Cross Country and Athletics Carnival. Some students progress to compete against students from other schools. The grade 5-6 students have the opportunity to take part in inter school sport competitions with other local schools during Terms 2 and 4.

All students partake in swimming lessons at the local indoor swimming pool. The school also provides many outdoor education experiences such as:

- Sailing
- Canoeing

- Annual camps beginning from grade 2
- Snow trip
- Bike Education

We also offer units of dance, gymnastics and a variety of other sports which are often run by experienced outside clubs and coaches.

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Education Support Staff:

The Education Support Staff at Lakes Entrance Primary School support the classroom teacher and the students in the delivery of all educational program across all learning domains.
Our qualified E S staff deliver Literacy and Numeracy Intervention programs to individuals and small groups, focusing on point of need learning.
They are actively involved in the yard during all recess and lunch breaks, supervising independent play or coordinating activities and games for all students.

During recess and lunch, E S staff also offer support and supervision in the Library, providing a quiet place as an alternative to outside play.
Some staff are actively involved in extra curricular activites including school camps, interschool sports carnivals and provide student support in Art, Stem and Physical Education.
We facilitate the Hands on Learning Program once a week. The program provides alternative learning, outside of the classroom focusing on engagement and belonging an ensuring all students achieve success.
Our Education Support staff are committed to ongoing professional learning and development and are dedicated to providing best practice support so all students can and will achieve success.

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Middle Years:

The Middle Years are those years that bridge the senior Primary grades through years 7, 8 and 9 at Secondary College.
At Lakes Entrance Primary School teachers in this area are committed to:

- Building strong relationships to aid the transition process from primary to secondary school

  - Recognising and catering for the individual needs of all students

  - Engaging and challenging students through teaching and learning strategies which include hands on learning experiences and working with partners and group investigations

  - Providing leadership opportunities such as school and house/sport captains, junior school council leadership positions, environment and activities coordinators along with a buddy program which supports the development of relationships and leadership skills.

  - Providing numerous extra-curricular opportunities such as various sporting activities, participation in Rotary award activities, leadership conferences and opportunities to engage with the community and represent our school.

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EXTRA CURRICULUM ACTIVITIES

- Extensive Camping program (Grades 3 -6) & Grade 2 Sleepover
- Perpetual Motor Program (Preps physical coordination program)
- Visual Art Program with Specialist Teacher
- STEM Program with Specialist Teacher
- Physical Education Program with Specialist Teacher
- Stephanie Alexander Kitchen Garden Program
- MiniLit/MultiLit early literacy program
- Excursions
- Integration Program
- Well-resourced Library
- Organised Recess & Lunchtime Activities and games
- STEM Club
- Junior School Council
- Leadership program eg. School Captains, House Captains, Junior School Council, Koori Leader, Junior Rotary Award
- School Choir
- Civics & Citizenship Award Ceremony (four per year)
- Visiting artists and performers
- Writers/Poetry Festival and Meet, Eat & Greet Community Event
- Hands on learning

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Camps Program:

Our camps are an integral part of our curriculum. Grade 6 students take part in Corringle (water based) camp, Grade 5 attend an urban camp. Grade 3 and 4 students travel to Karoonda Park in Gelantipy and Coolamatong Park in Banksia Peninsula alternate years to take part in a farm stay and other exciting activites. The benefits of these camps include developing independence, taking initiative, working as a team, providing many new experiences, improving water skills and boating safety, using public transport and visiting historical and other city places of interest.

Our camping program is highly valued and we are constantly reviewing and evaluating to ensure our students receive optimum benefit.

At Lakes Entrance Primary School we are very lucky to have fantastic outdoor education resources, namely yachts, canoes, tents and a boat.

Our Outdoor Education program is a program where students regularly use the environment for activities, such as sailing and canoeing and:

- Are encouraged to participate in a healthy lifestyle;
- Build upon their self esteem;
- Work co-operatively within a group;
- Build communication skills;
- Develop greater resilience and risk taking abilities;
- Learn new skills.

It is also hoped that through the program children will:

- Engage in activities where they can feel proud of their achievements;
- Participate in challenging experiences both within and outside of the school environment – holistic approach;
- Interact with community experts and volunteers thus broadening the connection between school and the community.

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TRANSITION PROGRAM

KINDER – PREP:

Pre-enrolment Inquiry

There are a number of ways to access information about Lakes Entrance Primary School to enable parents to make a decision when enrolling their child.

May/June

- **Open Day** held during Education Week. The school day is run from 12 Noon to 6:15pm and provides an opportunity for parents to visit the school 'in action', ask questions and gather information to assist in making an informed decision.
- **Information Sessions for parents (afternoon & evening)** this provides general information on school programs, the Prep/Foundation program and the actual transition timetable. Time is provided for questions.
- **Whole School Tours** – with the Principal Simon Prior (if the times available on Open Day are unsuitable, phone the school office to organise another time)
- **Advertisements** inviting parents to enrol their child at Lakes Entrance Primary are placed in the local paper, at the Kindergartens and in other prominent community places. Enrolment forms are available at the Kindergartens and school office.

October/November/December

Transition Visits – these sessions are designed to fit in around current Kindergarten arrangements and

1. Provide each child with experiences of the school environment, so that he/she feels "at home" when they begin their Prep year.
2. Develop relationships between home/school and kindergarten so that we can meet individual needs.
3. To become familiar with what each child already knows to enable the learning program to match their needs and begin from day one of their prep year.

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- **Transition visits are provided during Term 4 (one per week) –**
  - the first two are half days from 9:00am – 1:30pm
  - followed by six full days from 9:00am – 3:15pm

  Children who are enrolled are able to participate in activities in the classroom and playground that promote a sense of belonging and introduce school routines such as: reading, writing, maths, lunch, playground use with the bigger children and lining up when the bell goes.
- **Parent-Information Meeting** – which includes information about what to expect at the beginning of the prep year, the number of grades and how the grade lists are compiled.
- **Prep Teachers and Kinder Teachers Meet** – this begins prior to the end of the year with the Prep teachers visiting the Kinder to share knowledge in regard to the children and then continues after the children have started school with an invite for the Kinder teachers to come and "catch up" with the children at school.
- **Prep Screening –** Speech Pathologists conduct speech screenings to determine each child's speech and literacy needs.

Beginning of Prep Year:
February/March

Prep children will be asked to attend for full school days on Monday, Tuesday, Thursday and Friday (dismissed at 3:15pm). Children will not be required to attend school on Wednesdays, except for an appointment time of approximately one hour when the teacher will further assess each child individually for reading, writing and maths knowledge. Full time attendance usually begins the first week of March, but parents will be advised.

WHOLE SCHOOL TRANSITION:

Transition sessions across the whole school occur late in the year to ensure a smooth passage to each child's next year level.

GRADE 6 – YEAR 7 TRANSITION:

During the year Grade 6 students take part in a variety of activities organised by Lakes Entrance Secondary College both at the college and at LEPS. Students and parents have the opportunity to attend various open days held at secondary colleges within the district and late in Term 4 transition days are held at each college.

ENROLMENT

A parent may enrol a child if they turn five before the end of April. An enrolment form must be filled in to have a child enrolled.
A copy of the child's Birth Certificate and an Immunisation Certificate must be presented to the school upon enrolment.
Important details are on the enrolment form such as emergency contacts in case of illness/injury.
Children from another school cannot be enrolled without an enrolment form being completed.

School Booklist and Subject Contributions:

Each year our individual school programs undergo a rigorous evaluation process. Recommendations are made in relation to programs and budgets for the following year. The School Council Finance Committee then considers the budget proposals against the likely income and sets subject contributions accordingly.

These charges cover the cost of all books, stationery, computer use and school programs such as art, physical education, music, minor excursions, etc.

For the 2022 school year school council has decided to **waive** these charges for all students from grades Prep to 6. This will be reviewed each year.

The levies do not cover the cost of the camp program or swimming. (Camp, swimming and other excursion costs must be paid prior to students participating in the program.

Camps, Sports & Excursion Fund:

The State Government will allow an amount of $125.00 per student to holders of an eligible Commonwealth Health Care Card or Pension Card. This amount will be paid directly to the school to be used towards camps, swimming or excursion costs for the benefit of the child's education.
CSEF application forms and information regarding eligibility are available at the school office.

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Parental Permission:

Approval forms will be sent home prior to your child participating in a major excursion, camp or the swimming program.
A general form will be sent home at the start of the year giving permission for "local" excursions (within the township), head lice checks, publication of student's work/photos and internet usage.
Please assist by returning these forms prior to the date requested.

Attendance:

100% attendance is expected for all students. If your child is unwell you are required to notify the school by 10am on the day of absence. If notifying of absence by phone a follow-up note is required. Alternatively record absence using the Skoolbag app.
If your child is late or leaving school early he/she must be signed in or out by a parent or guardian at the office.
Visitors to the school and classroom helpers are also required to sign in and out. The Visitors Book and wrist bands are located at the office.

School Uniform:

School uniform is compulsory for all students each day. We believe wearing a uniform develops a sense of belonging and pride in our school and we urge parents to support us by ensuring their children wear their uniform each day. Please refer to uniform list for full uniform details. Comfortable and protective footwear should be worn at all times – no thongs, sandals or open-toed shoes. Sometimes "out-of-uniform" days are granted as special fundraising days.
Each year Grade 6 students have the opportunity to purchase commemorative class shirts.

Hats: In both Terms 1 and 4, children are required to wear Sunsmart school hats during outdoor activities - recess, lunchtime, Phys. Ed, Sport and walking to and from local excursions. A bottle green wide brimmed or legionnaire style hat is required. The motto we use is "No hat! No play!"

Excursions: Children will not be permitted to attend school excursions if they are not in school uniform.
Our School uniform consists of the following:

- Green and white checked dress;
- Bottle green zip up jacket with school logo;
- Black tracksuit pants;
- Green/white polo shirt with school logo;
- Black basketball shorts or skorts;
- Bottle green broad-brimmed hat

Grade 6 only

- Bottle green and white shirts featuring students names;
- Bottle green polo shirt with school logo.

Items of uniform can be purchased through the school office.

PLEASE NAME ALL REMOVABLE ARTICLES OF CLOTHING

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Library and Art Requirements:

We have a well-resourced library with a comprehensive array of books for students to borrow. We encourage students to borrow books regularly and to learn how books are ordered.
Each week teachers take classes to the library for a minimum one hour session as part of our curriculum.
The library is open every day at recess and lunchtime for students to relax in a quiet, comfortable area to read books, use computers, play board games and jigsaw puzzles.

Library Bags:

Prep children are supplied with a bag by the Department of Education and Early Childhood Development which they use for borrowing Library books.

Take-home Books:

The school supplies a plastic envelope for **Prep** students and/or a book cover for **Gr 1/2** for regular take-home books.

Art Smocks:

Students are encouraged to wear art smocks during art sessions. The office has art smocks available for purchase, or an old shirt is a great substitute.

GENERAL INFORMATION

Student Welfare:

Helping families in times of need is of a high priority and all families are encouraged to talk with either their classroom teacher or Principal if there are any concerns regarding their child. The Principal can also engage families with outside agencies if greater assistance is required.

LEPS provides many programs and assistance to students who may be having difficulties, including:

- Life skills groups, including cooking groups, for self-esteem development
- Attendance tracking and monitoring
- Emergency lunches/breakfasts
- Weekly counselling
- Fortnightly psychologist visits
- Speech Pathologist visits 4 times per term
- Mentoring Program

We encourage all families to communicate with the school if they are experiencing any difficulties as we can work together to try and provide a solution.

'Buddy' program:

A 'Buddy System' has been successfully developed throughout the school. It involves students being matched with another child from a different grade level eg. Grade 5/6 students buddy with preps.
Special 'buddy' activities run throughout the year, e.g. Art, Sport with their buddy grades. This gives the younger children a sense of belonging and a contact point if they have a problem in the yard.

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What's Happening Weekly:

- Friday afternoon Assembly
- Weekly newsletter keeping the school community informed (Wednesday's)
- Cereal Club for students – Monday – Thursday
- Breakfast Club on Friday mornings

Healthy Lunches:

At LEPS we believe in healthy eating and activity whilst promoting a healthy lifestyle. A good breakfast followed by a healthy lunch and snacks positively impacts on your children's learning and development including Literacy and Numeracy.

To help our students to a healthier lifestyle we ask parents to assist by making healthy food choices and reducing wrappers (pre-packed food) when preparing lunch boxes.

As there is a high sugar content in fruit boxes, flavoured milk and soft drinks we ask that water be the healthy drink choice at school.

We have sandwiches and fruit etc. for emergency lunches if required.

Special fundraising "treat" lunch days are conducted once per term.

We do not permit take-away foods eg. Maccas, hot chips etc to be delivered to school at lunch times.

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FREQUENTLY ASKED QUESTIONS ABOUT LAKES ENTRANCE PRIMARY:

What if my child loses an article of clothing?

We aim to teach the children to take responsibility for their own belongings.
Any named clothing and property that is found is returned to the owner.
Any un-named clothing found is washed and used for emergency clothing.

Please name all of your child's removable clothing so that it can be returned to them if lost.

How are the children supervised in the yard?

During recess and lunch, there are always teachers outside on yard duty ensuring the schoolyard is supervised in its entirety. A staff member supervises bus duty both before and after school. The children are able to enjoy a chat or report any problems they may be having in the yard.

Students eat lunch together under supervision before the lunch-play period. Additional teachers and Education Support Staff are always in the yard running organised sports and games, adding support to student's social play.
There are other staff who organize lunchtime and recess activities such as library, organised games or garden shed.

Any child who misbehaves in the playground may be required to walk with the duty teacher or in serious or repeated cases withdrawn from the yard.

The playground at LEPS is an active and fun place with lots of productive and healthy activity going on.

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How is my child going at school?

Monitoring and assessing of 'where children are at' is a critical aspect of ensuring all student's needs are best met. It is a hugely valued element of effective teaching and a most important part of being a parent.
Within a class it takes the form of formal testing, observations, achievement of tasks, student presentations, external testing (NAPLAN), information from home, at times complex speech and psychological evaluations and much, much more.

All grade levels hold a goal-setting interview early in the year to explain class procedures, expectations and curriculum plans for the year.

Individual student reports are distributed mid-year and at the end of the year. This format plots students against the Victorian Curriculum and gives the teachers the opportunity to comment on individual children's achievements and future direction.

Parents are encouraged to meet with teachers to discuss progress not only at report time but at any time during the year. An appointment is only a phone call away. At times there will be days allocated solely for interviews and these will be reviewed annually. There may also be additional interviews requested by teachers.

Students in Years 3 and 5 participate in NAPLAN testing each year. Families of students involved in this receive a standardised report which gives additional information regarding student achievement. We must always be mindful that this is a mere "snapshot" of a child's achievement, whilst we are bound by system requirements regarding reporting, we believe that ongoing assessment and regular communication are very important aspects of your child's education.

Your child's social and emotional wellbeing is another very important aspect of their education. We encourage you to contact us if there are any home issues which are likely to affect your child's wellbeing and staff will contact you if there are behaviours which indicate any concerns regarding social and emotional wellbeing at school.

What happens if my child gets hurt?

If a child needs first aid treatment as a result of a fall or other incident in the playground e.g. grazes, bumps and bruises, the teacher on yard duty will send him/her to the office. There is always a first-aid trained member of staff on duty to deal with the situation. A note providing details of the injury and treatment is sent home with the child. It is a policy of Lakes Entrance Primary School to notify parents or emergency contacts if a child receives any form of injury to their head.

Any emergency situation results in immediate assistance. First aid will be provided, and you or your emergency contact will be called. If neither can be contacted, the school will use the services of the Lakes Entrance Community Health Centre. If a situation is considered to be serious, an ambulance may be called. (It is important to remember that you will be charged for this, if you do not have ambulance insurance.)

A child, who has taken ill at school, is sent to rest in Sick Bay. If there is no improvement after a time, you will be called to take your child home. Children who are unwell should not be sent to school, even if they ask to attend. The health of others needs to be considered.

Asthma:

Maintaining a consistent program for an asthmatic child is important. We expect children to work towards self-management of medication but the school needs to be informed of your child's special needs. Perhaps the greatest difficulty is with children who suffer from intermittent or seasonal asthma.

Consequently any child who suffers from asthma must have:

- A clearly labelled **back-up** of the appropriate medication
- A **detailed and current Asthma Management Plan** kept at school in case of an emergency (to be updated yearly)
- A Doctor's approval to participate in school **swimming or camp programs,** because they are **"at risk"** times

The school maintains an **emergency supply** of 'Ventolin" and atomizers.

High Risk Students:

Photos of students with high risk illnesses (diabetes etc) or allergies (peanuts etc.) are appropriately displayed throughout the school and in Sick Bay. As per DET policy staff are trained in Anaphylaxis treatment and the procedure for the use of Epipens.

General Medication:

Medication should not be sent to school without written authorization from a parent/guardian allowing staff to administer it. If medication is long term, it should be formally noted in school records.
Please complete an Authorisation to Administer Medications Form from the school office. All medications to be kept at the office or refrigerated if necessary.

Please notify the school of changed circumstances – address, phone numbers and emergency contact numbers are critical.

What are the school crossing procedures?

When using the crossing, children are guided by our 'lollipop' people to safely:

- Stop at the crossing
- Wait for the whistle
- Walk between the lines

If you, as parents, use the Myer St. or School St. entrances to pick up or deliver your child, please

- Ensure that **you use the children's crossings along with your child**
- Be aware of the **40km zone around the whole school.**
- If your car is parked on the **other side of the road please meet your child/ren at the school boundary and walk them to the car**
- **Do not drop off students on school crossings or park on either school crossings – this is dangerous practice.**

Where can I park my car at pick up time?

There is parking available on the streets surrounding the school, with only Kiss and Go Zone at the front of the school. Carpenter Street at the rear of the school has a number of spaces available with easy access via the gate off the oval.
We ask that parents/carers please observe and abide by the parking restrictions displayed around the school perimeter, particularly during school drop off and pick up times. The parking restrictions are there for the safety of our students.
Disabled parking bays at the front of the school and in School Street are clearly marked. All vehicles parked in the Disabled Parking bays must display a Disabled Persons Parking Permit.

Kiss and Go Rules

- Kiss and Go operates under the same conditions as 'No Parking' zones. You may stop in the area for up to 2 minutes to drop off or pick up children.
- The driver must not leave the vehicle.
- To assist traffic flow drop off or pick up close to the top of the zone, as far forward as possible. This allows vehicles following you to enter the zone in an orderly manner.
- Use indicator and do not U-turn in busy school zone.

Who do I contact if there is a problem?

If you have a problem that affects your child, don't hesitate to make contact with the school to resolve the issue.
For most concerns

- **Start by contacting the Grade teacher**
- **Make an appointment to meet with the Principal**
- **Discuss strategies how to overcome the problem with your child.**

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How can I help?

Parents and Schools Working Together:

You are your child's first teacher; you have been educating them from the time they were born. As your child moves into school, parents and teachers become partners in your child's learning and development. It is beneficial for your child to see the value you place on this partnership.

At Home:

There are many ways you can be involved in your child's learning:

- Read to your child regularly
- Talk to your child about school and celebrate successes
- Be a good listener
- Get to know your child's teacher, specialist teacher's and principal
- Talk to your child's teacher about your child's learning

The below link to the Department of Education and Early Childhood Development provides Literacy and Maths tips to help your child at home.

https://www.education.vic.gov.au/parents/Pages/school-age.aspx

At School:

There are many ways you can be involved in the classroom and the school:

- Assisting in the Library
- Fundraising activities
- Working bees
- Joining the school council
- Attending social functions
- Attending open days, parent-teacher interviews and other special events
- Helping in the classroom

GUMNUTS
Early Learning Centre

'Where every child is an active participant in their individual learning'

Outside School Hours Care (OSHC)

We are a child lead program, where the children lead our experiences. This is a play based service, with the educators scaffolding the children's learning by adding new and exciting resources to extend their learning and interests. We are the children's new neighbourhood, where they are safe to explore and try new and exciting things.

- We open at 7am for before school care, with breakfast provided.
- Children come over at the dismissal of school at 3.15pm for after school care, a healthy afternoon snack is supplied. The service closes at 6pm.

Children are encouraged to participate, use their voice to express ideas, use their imagination, and be physically active, resource their learning through communication but most of all HAVE FUN! This is a fantastic program for children to further develop their social skills and make new friends, with children coming together from different schools.

Excursions and incursions are a part of our service with regular outings exploring our community. We live in an amazing part of the country, with so many opportunities for the children to learn and engage in nature. Community is an integral resource in our neighbourhood!

Feel free to have a look at our website https://gumnutselc.vic.edu.au/ or Facebook page to see what the children are currently working on.

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If you can help, please ask, our doors are always open.

We understand that parents are able to offer help in different ways. If you have any other special skills or talents, please feel free to approach your child's teacher, the principal or office about sharing your skills with our students.

Please remember that all parents who volunteer are required by law to hold a current Working with Children Check. You can do this online by visiting www.workingwithchildren.vic.gov.au and following the application process. Please see the school office if you need more information.

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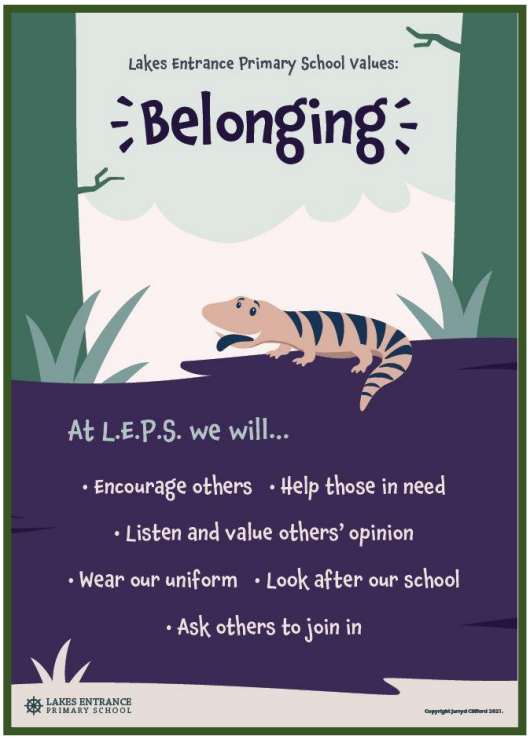
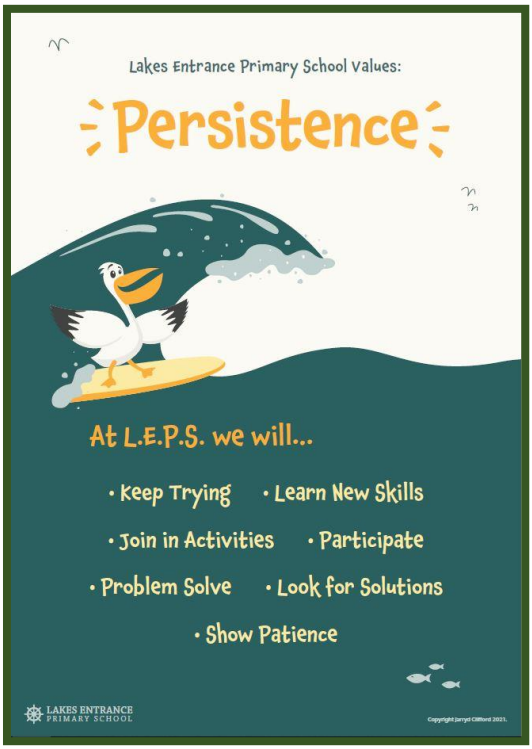
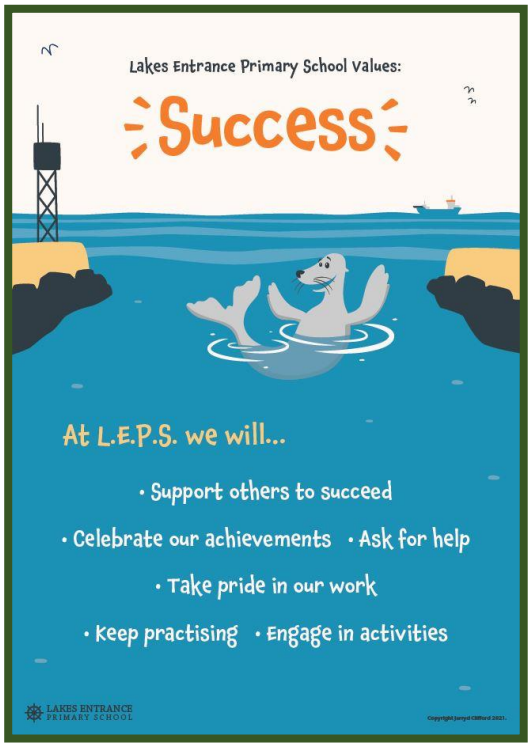
Our Vision

All Children Can and Will Achieve







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