



PARENT INFORMATION BOOKLET 2009 SCHOOL YEAR

Welcome to the new school year and a special welcome to families new to our school community. We suggest you keep this booklet handy so you can refer to it throughout the year and of course, you are very welcome to phone or call at the school to discuss further questions or suggestions.

Mission Statement

We provide optimum educational opportunities for students in a caring, stimulating and challenging environment.

We strive constantly to better the educational program offered to students in our school.

STAFF, FTE, MAJOR TASKS, ETC 2009

TEACHING STAFF

PRINCIPAL, Philippa Roberts	1.0	
ADAMS, Judi	0.5	Kinder (K2) Wed, Thurs, Friday mornings
ARMSBY, Margaret	1.0	4/5A
CUSICK, Jane	0.7	5/6C (Tandem with Wendy Wing 0.6) IT Support 0.1
DALLY, Linda	1.0	Flying Start/Literacy (0.6) AST3 (0.4)
FITZPATRICK, Mark	1.0	3F
FLUDE, Linda	0.4	3/4JF (Tandem with Stephen Jones)
GARTH, Roger	0.4	Physical Education
GILLIAN, Anne	0.5	Kinder (K1) Monday, Tuesday
GREIG, Jan	1.0	1G
JONES, Stephen	1.0	3/4JF (Tandem with Linda Flude), (AST3 0.4, class 0.6)
MARSH, Joanne	1.0	2/3M
MITCHELL, Lynne	0.5	Music
MORTON, Gabrielle	1.0	1/2M
PARSONS, Julie	0.55	Flying Start
PERCEY, Ros	1.0	Prep/IP
PICONE, Mary-Anne	1.0	5/6P
SPINNER, Robyn	0.15	LOTE (Japanese)
STANTON, Christine	1.0	PS
THOMPSON, Jenette	1.0	4T
WEEKS, Kimbra	0.4	Teacher/Librarian
WILMOT, Julie	0.1	Music (Instrumental)
WING, Wendy	0.6	5/6C (Tandem with Jane Cusick 0.4) Art 0.2

VISITING SUPPORT STAFF

MORGAN, Jo	0.2	Guidance Officer
To be confirmed	0.2	Speech Pathologist
ROSS, Tamika		Social Worker (on call)

SUPPORT STAFF

BROOKE, Jennifer	23hpw	Kinder Aide (K1 & K2)
CLARK, Nick	7hpf	IT Network Support Officer
DANIELS, Sue	23hpw	Teacher Aide
DIREEN, Cynthia	7hpw	Canteen Manager
HAWKES, Simon	7hpf	IT Trainee
McTYE, Kathra	15hpw	Teacher Aide
PERRIMAN, Lee	16hpw	Library Technician
TEMPLE, Kye	7hpf	IT Network Support Officer
TRIVETT, Helene	F/T	School Executive Officer
UNSWORTH, Cheryl	F/T	Office Clerk
WALKER, Bernadette	F/T	School Attendant
WILLIAMS, Mark	F/T	School Attendant

Welcome to 2009

Dear Parents

Welcome to Lindisfarne North Primary School and the 2009 school year.

This handbook provides you with basic information about procedures, routines and expectations at our school. I encourage you to keep it on hand as a ready reference.

Accompanying the handbook is a 2009 calendar of key events and dates during the school year. Further information and updates are provided in the newsletter each fortnight.

Our school staff look forward to working with you as partners on your child's educational journey.

Yours sincerely

Philippa Roberts
Principal

(map)

SCHOOL CONTEXT

Lindisfarne North Primary School is situated on two sites, the main school in Rameia Road and the smaller Kindergarten building nearby in Rowitta Road.

There has been a school on this site since 1895. In 1955 this school was transferred to new buildings on a site in Loatta Road, with an Early Childhood annex remaining on the site in Rameia Road until 1960 when Lindisfarne North Primary School was opened here. The Kindergarten was built in 1977. A building program in 1983-84, added a new administration area, staff accommodation, music room and general purpose hall, linking the two main classroom blocks. Additional modern, spacious classrooms were added in 1996 and 1999, with renovations to ECE classrooms in 2003. Our Library was upgraded and refurbished in 2009.

The school has approximately 315 children from Kindergarten to Grade 6. Our curriculum is underpinned by the Tasmanian Curriculum which has been refined by the Department of Education. Consequently, we are amending our teaching, learning and assessment programs. Children still learn the skills of the traditional disciplines; however these have been organised in a different way to reflect the needs of the 21st century. All children participate in cultural programs including excursions and visiting artists. Children in Grades 4 – 6 study Japanese as our LOTE. The school has a well equipped library which lends books to pupils, and is a research and reference centre for the school. Catalogue and borrowing systems are now fully automated using the Dynix network. The internet is available for student research. Our school web site can be found at <http://www.lindisfarnenorth.tased.edu.au>

Children in the Kindergarten are divided into two sessional groups. All other grades are mainly composite ranging from Prep to 5/6 classes. The school is staffed by the Principal, approximately 22 teachers and 12 ancillary staff, all of whom aim to create a caring and happy learning environment to cater effectively for the individual needs and abilities of the children. Childcare is also offered by Lady Gowrie Child Care Centre (in the same building as the Kindergarten). An After School Hours Program operates in the school hall.

Our school services Lindisfarne, Geilston Bay, Otago Bay, and Old Beach with our attention traditionally focussed on the northern part of this wide area. We are part of the Rose Bay/Geilston Bay cluster (also known as the Meehan Range cluster), comprised of Lindisfarne, Risdon Vale, Warrane, Richmond, Montagu Bay and Cambridge Primary Schools, and Geilston and Rose Bay High Schools and come under the umbrella of the Department of Education's Learning Services (South East). Our parent community shows a deep commitment to the education of their children. Parents are involved in developing school policy, through the LNPS School Association.

Parents are also involved in supporting the classroom program implementation, sports coaching, library work, music programs, student clubs, canteen management and operation, excursions and playground developments. The School Association gives strong financial support to the school, assists in all aspects of new school initiatives and organises regular social activities for the school community.

TERM DATES 2009

	Students	Teachers
Term 1	11/2 – 29/5	10/2 – 29/5
Easter	10/4 – 17/4	10/4 - 17/4
Term 2	15/6 – 4/9	15/6 – 4/9
Term 3	21/9 – 17/12	21/9 – 18/12

Student Free Day – 20 April 2009

GENERAL SCHOOL INFORMATION

Our school includes classes from Kindergarten to Grade 6.

1. ADDRESS

The school's postal address is 30 Raminea Road, Lindisfarne, 7015. Phone: 6243 0101; Fax: 6243 7582; Email: lindisfarne.north.primary@education.tas.gov.au

2. AFTER SCHOOL CARE

After school care is available at the school from 2:45 - 6:00pm daily. If you would like your child to attend please contact the Clarence Council on 0419 528 755 or 62458665. Your child must be booked in by 2:00pm on the day of attending. If you book in and your child does not attend a cancellation fee will be charged. If due to unforeseen circumstances you are unable to pick up your child by the time given please notify After School Care accordingly. (See 68 – Lady Gowrie Childcare Centre)

3. ATTENDANCE (See also Student Absence)

Regular attendance at school is a legal requirement. Frequent absences hinder children's learning and interrupt continuity of instruction. It is not appropriate for children to be away from school to go shopping or because it is their birthday. Punctuality is also essential for learning. Classes commence at 8:55am; children should arrive at school at around 8:30am to have sufficient time to prepare for their day and meet friends before classes start.

4. ASSEMBLIES

Assemblies occur on a fortnightly basis. Buddy class assemblies are held on alternate weeks. The children facilitate the assemblies where they share the work they are currently doing in class. Parents are very welcome to attend. Assemblies are currently held on Tuesdays at 2:00pm.

5. BANKING

The Commonwealth Bank conducts school banking each Thursday morning. Children wishing to bank should put their deposit in the special wallet provided by the Commonwealth Bank, complete the deposit slip and place the wallet in the class "Bank Bag". The school receives a small remuneration for every deposit made.

6. BOOK CLUB

All children and parents are able to purchase books from the Ashton Scholastic Book Club. It is the responsibility of the student and parent to return the order form and correct money to the office. Books purchased through the Book Club earn bonuses for the school towards the purchase of more books.

7. BICYCLES

Students may ride bikes to school but helmets must be worn and a chain used to secure bikes. Bikes are not to be ridden in school grounds. Skateboards and roller blades are also not to be ridden in the school grounds.

8. BUS STOPS, PARKING AREAS, DROP-OFF ZONES, SCHOOL CROSSINGS

Bus stops are on the East Derwent Highway near the overpass and in Rowitta Road. At the end of the day children are escorted to the bus by a teacher. There are "No Standing Anytime" signs in Raminea Road, which is a one way street to its junction with Rowitta Road. This means you may not stop your vehicle in this area to drop off children. There is also a school crossing in Raminea Road. On the main school side of Rowitta Road there is an area designated "Bus Zone 8am - 4pm school days only". You may not use this area for any purpose. There are no other parking restrictions in the immediate area. Rowitta and Raminea Roads become very

congested at the beginning and end of the school days so every care should be taken when picking up and dropping off children. Further along Rowitta Road, near the terrapin classroom, there is a school crossing. There is also a "1/4 hour parking" sign adjacent to the Kindergarten in Rowitta Road.

9. CANTEEN

The canteen is operated by a committee of the School Association with a part-time Canteen Manager supervising orders, sales, rosters and food and safety guidelines. Please note that the canteen is open every week from Wednesday to Friday at recess and lunchtime, or as publicised through the school newsletter. **There is no canteen on Mondays or Tuesdays.** Volunteer canteen workers are always very welcome. If you can afford the time you will find this a useful way to get to know some members of the school community. Our school canteen is Silver Accredited and places strong emphasis on healthy, nutritious food.

10. CHANGE OF ADDRESS

If parents or guardians change their address or contact numbers during the year, please notify the school office so we can update our records.

11. CONTACT WITH THE SCHOOL

Parents form a very important part of our school's operations and we welcome parent involvement in a variety of ways:

- All parents are encouraged to stay in close touch with their children's teachers so that the family may help celebrate successes and deal with problems.
- All teachers welcome parent help in their classroom and on excursions. Talk to your child's teacher to see how you can help.
- Parents are urged to attend meetings of the School Association to give the school the benefit of their skills, experience, and opinion on the many aspects of school operations dealt with by this group and its associated committees. An open forum is held prior to each meeting at 7pm.
- Assistance from parents is appreciated at events such as the Fair, working bees and sports carnivals.

The school is grateful for any degree of involvement from parents. Please consider how you may help and call the school office for the initial contact. Please note, prearranged appointments are advisable for extended discussions with your child's teacher.

12. DANGEROUS ITEMS, WAR TOYS, etc

A long-standing school policy bans toy guns and war toys, and games involving these items. Knives and other dangerous items will be confiscated and sent home at the end of the day. Children are discouraged from bringing mobile phones, gameboys, walkmans and similar electronic items. No responsibility will be taken for these items.

13. EMERGENCIES and ACCIDENTS

Several staff members hold current Senior First Aid Certificates and school policy is to provide funds for two new or renewal certificates each year. In a serious situation the school will call an ambulance and will phone the parents or other emergency contacts listed. If the ambulance departs before a parent arrives, a staff member (usually a teacher) will accompany the child until the parent arrives at the hospital.

14. EMERGENCY FOLDER

We keep a file beside the phone in the office so that we can check immediately for medical information (eg allergies) and the phone numbers to call if there is an emergency. It is the responsibility of every family to make sure our records are up to date and that there are at least two contact numbers.

15. ENROLMENT

Enrolling students is an ongoing process through the year. Ages for enrolment are taken from the first of January and the children must be 4 years old for Kindergarten, 5 years old for Prep and 6 years old for Grade 1. Preference is given to enrolment for those students residing within the local school neighbourhood.

16. EXCURSIONS

All classes have excursions throughout the year as part of the classroom learning program. Parents are asked to sign a form at the start of the year authorising teachers to take children on local excursions. An excursion levy is incorporated into family contributions for 2009. (This does not include special events such as overnight excursions, Bike Education or Grade 6 Leavers' activities etc.)

17. FAMILY CONTRIBUTIONS (LEVIES)

Contributions for 2009 are as follows:

Kindergarten	\$159.00
Prep to Grade 2	\$218.00
Grades 3, 4 and 5	\$238.00 (includes learn to swim)
Grade 6	\$218.00

Note: Families who qualify for the Student Assistance Scheme are not required to pay a levy – Government Policy 2003.

18. FIRE DRILL

Fire drills occur regularly to ensure everyone is familiar with evacuation procedures in case of a real fire or similar emergency.

19. FUNDING THE SCHOOL'S PROGRAMS

The school's mission and purpose concerns student learning, and the success in the educational program is measured by learning outcomes. The educational program does not just simply happen, it requires supportive administrative programs all of which come at some cost.

Years ago, all costs were met centrally but now most costs are the responsibility of the school. Salaries and wages (except teacher aides), extensions, renovations and some repairs are all paid centrally. All other costs are met from the school's budget. In many ways our school is a small business with the usual business elements of payroll, cash flow, plus plant and equipment. The Department provides most of the payroll and a cash budget. Some of the budget amount is money set aside each year as provision for replacing equipment, for electricity, for relief teaching, and some is specifically for maintenance, vandalism, etc. The rest of the budget has to be raised by the school through such measures as student contributions, direct sales and charges, donations and other fund-raising activities. Our School Association makes a very significant contribution indeed through events such as a school fair, the major raffle, the uniform pool and the canteen.

We need funds for such things as stationery and other learning materials used by children: fiction books, books for learning to read and reference books; other library materials; sporting and Physical Education equipment and supplies; folders for records of development and record-keeping purposes; photocopying, laminating, and binding; computer software and other such resources; visiting performances, excursions, camps and sports carnivals. Then there are the unexciting things like the Aurora and Telstra accounts; insurance; equipment repair; replacing old furniture and equipment; purchase of new and replacement computer hardware; general repairs including those caused by vandalism; cleaning materials; maintenance of buildings and grounds; postage and freight; and relief teachers. Professional and curriculum development also come into the budget, as do the funds earmarked for future years.

20. GUIDANCE OFFICER - See Support Services

21. HEADLICE

Headlice are a nuisance and cause significant irritation and anxiety. The Department of Education has a policy on headlice to which our school adheres. Parents have responsibility for their children for:

- Brushing hair daily and keeping it short or braided to prevent headlice.
- Checking heads regularly for headlice (daily if there is a local outbreak). Notifying the school when headlice are detected.
- Keeping a child with headlice at home until treatment has been initiated and attempts have been made to remove all eggs. (The Department of Education guidelines advise it is preferable that all eggs are removed to prevent further outbreaks.)

Where headlice are detected or suspected at school, parents will be contacted to collect their child as soon as possible to commence treatment and prevent the lice spreading. Information regarding treatment is sent home with all children in the class when headlice are detected. Parents' co-operation and vigilance in regard to headlice are paramount to the school's management of this issue.

22. HOURS

Ideally children should arrive at school about 8:40-8:50am ready to start classes at 8:55am. Please do not send or deliver your children before 8:30am because there is no supervision and the buildings remain locked until then. Recess is from 10:30am until 10:50am. Classes eat lunch together at 12:20pm before being allowed outside for the lunchtime break from 12:30-1:10pm. Afternoon classes end at 2:45pm and we ask that all children go home promptly unless there is an organised after-school activity or the child goes to after-school care. The office is open for enquiries from 8:15am to 4:00pm.

23. HOUSE COMPETITION

Our school provides a House Competition in athletics, cross country and swimming. Students may also gain house points for good work, sportsmanship and general assistance both in and outside the classroom. Our school houses are Natone (Green), Geilston (Gold) and Beltana (Blue).

24. KINDER - See separate section at the end of this booklet.

25. LEARN TO SWIM AND WATER SAFETY

The Swimming and Water Safety Program is held each year for all Grades 3, 4 and 5 students. Children on Student Assistance do not need to pay for the program. In 2009, the program will operate from 30 March to 9 April.

26. LIBRARY

Students are encouraged to use our Library. Students should have a library bag, be responsible for caring for books they borrow and pay for lost or damaged books. LNPS has a policy "*Control of Library Resources*" which outlines how and when charges will be incurred. Parents are expected to replace books which are lost or damaged.

27. LOST PROPERTY

It is a fact of school life that more items are found than are ever lost. The lost-property bin is usually full of unidentifiable clothing. Please name all items so they can be returned to their owners. The bin is located near the stairs going to the Library. Kindergarten classes have their own lost property bins.

28. LUNCHES/ NB PEANUT AND EGG FREE ZONE

Children should bring a cut lunch from home or buy their lunch from the canteen when it operates. Children eat lunch in their class groups under teacher supervision between 12:20 – 12:30pm. Children wishing to go home at lunchtime must bring a note signed by their parent/guardian. Chewing gum/bubblegum, lollies and cola-type drinks are not permissible at school. Our school program strongly emphasises a healthy lifestyle and healthy eating habits. Nutritious snacks and lunches are preferred. Foods which are high in fat, salt or sugar, sweets and fizzy drinks are not appropriate.

We have a number of children who are allergic to peanuts and eggs. In particular, three children's allergic reaction is life threatening. Because of the severe nature of this allergy we request your help in ensuring no nut products are brought to school in children's lunch boxes or for class birthday celebrations. This includes for example:

- peanut butter sandwiches
- nutella
- peanut oil in margarines

as well as:

- egg sandwiches
- hard-boiled eggs

The parents involved, and school staff, appreciate your support in this very serious matter.

29. MEDICATION

Please advise the class teacher if a child has to take medication during school hours so arrangements can be made with the school office for the medicine to be administered. Parents will need to complete the appropriate forms before medication can be administered. Please ask at the school office if you require these forms. Medication must not be kept in school bags unless alternative arrangements have been made with the class teacher. We stress that the responsibility for all medication remains with the child and parents.

30. MOBILE PHONES

In the interests of teaching and learning and to limit the invasion of personal privacy, we do not encourage students to have mobile phones or other electronic equipment at school. Emergency information from home can be handled by the school office. If a child needs to have a mobile phone at school, the phone must be switched off between 8:30 – 2:45pm, so learning is not interrupted. Phones must be checked into the office for security. If noticed, phones will be confiscated and held in the office for collection by parents/carers. We accept no responsibility for the security of mobile phones or other electronic equipment which is brought to school.

31. MUSIC

All children, Prep to Grade 6, will have weekly music lessons of 45 minutes duration. Children from Grades 5/6 will have the opportunity to join a choir and be involved in the 2009 Combined Choir & Band Performance at the Derwent Entertainment Centre. Recorder will be offered to interested children in grades 3 and 4. A creative movement class is an exciting addition to this year's optional music program and in term 1 will be offered to children in Grade 4, second term to Grade 5 and third term to Grade 6. All optional activities will be held during class time. A specialist woodwind program is conducted by Mrs Julie Wilmot on Monday afternoons for children in Grades 5 and 6.

32. NEWSLETTER

This is sent home each Wednesday. Please check your child's school bag and pockets, then let the office know if yours did not arrive. You may also receive the newsletter electronically. If you would like to do this, please provide your email address to the office. The aim is to communicate school activities and information to families through the newsletter and sometimes community notices are also included. Feedback is always welcome.

33. NOTICES TO PARENTS

Class teachers or senior staff occasionally send notices home seeking permission for children to attend events like excursions, sports days, videos etc. Please sign and return these notices as soon as possible.

34. PARENT/CHILD SESSIONS - See separate section at the end of this booklet.

35. PARENT SUPPORT

Classroom programs are greatly enhanced when an extra adult is available. Activities such as Arts and Crafts, cooking, motor skills, etc as well as literacy and numeracy activities, are more effective and enjoyable for all. If you would like to provide parent help in your child's class please contact the class teacher. From time to time the school provides training for parents to assist them in supporting children's literacy and numeracy development. In 2009, we will continue to encourage all parents who volunteer in the school to undergo a Good Character Check, to complement current employment practices.

36. PARENTS & FRIENDS ASSOCIATION – See SCHOOL ASSOCIATION

37. PEANUT FREE ZONE

We have a number of children who are allergic to peanuts and eggs. In particular, three children's allergic reaction is life threatening. Because of the severe nature of this allergy we request your help in ensuring no nut products are brought to school in children's lunch boxes or for class birthday celebrations. This includes for example:

- peanut butter sandwiches
- nutella
- peanut oil in margarines

as well as:

- egg sandwiches
- hard-boiled eggs

The parents involved, and school staff, appreciate your support in this very serious matter.

38. PLAYGROUND

The school's playgrounds are continually upgraded to ensure the children are playing in a safe and enjoyable environment. A Playground Improvement Program has been developed with the School Association.

39. REPORTING TO PARENTS

Early in the year class teachers hold an information night to explain and discuss various matters including how the class will operate, and how children's progress will be monitored, assessed and reported. A progress report is issued mid Term I, which forms the basis for parent teacher discussions at the end of Term I. A written summary report is issued in July with a full written report issued in December. The Department of Education regularly reviews reporting procedures. Parents can seek an interview with a teacher at any time to discuss issues of specific concern. It is advisable to make an appointment through the school office for a mutually convenient time.

40. ROAD SAFETY

The school is located in an area which gives us great cause for anxiety over road safety. Parents are asked to reinforce the school's work by stressing the need for caution and common sense in all areas of danger, including using crossings and traffic lights where these have been provided even when accompanied by an adult. Parents can also play their part by parking responsibly, observing the crossings and being a good role model.

41. SCHOOL ASSOCIATION (Formerly P & F/School Council)

At the end of 2004, our P & F Association and School Council were amalgamated into a single School Association. The Constitution provides for a group of between 9 and 13 members, elected from the school staff and parent body, to represent the whole school community and ratify decisions. The Association is responsible for approving school plans, the budget and annual report, establishing a student dress code and other areas outlined in DOE guidelines. Elections are held in April. A number of committees, which are not elected, are overseen by the Association. These include the canteen, uniform, playground and fundraising committees. Parent members represent all parents, so if a parent has an issue or concern which should be discussed by the Association, please contact your representative. A list of current representatives and a copy of the constitution are available from the school office. Meetings are open to all parents and are held on the first Monday of each month. An open forum is held prior to each meeting so that issues of concern can be raised and discussed.

42. SCHOOL BUSES

Metro provide a bus service in the afternoon via Geilston Bay High School, Clinton Road, Sugarloaf Road, Risdon Vale, (Saundersons Road on request), Otago, Old Beach, Compton Downs and Gage Road, Old Beach Road (past the Council Chambers) to Mollineux Drive/Myna Park Road junction. There is a private bus which takes children to and from Old Beach, Otago Bay and East Risdon. This bus route ends at the northern end of Otago Bay Road. Children catching buses after school assemble within the school and are supervised onto the buses by a teacher. Buses hired for excursions pick-up and drop-off children in Rowitta Road, usually during school hours, so please drive with caution whenever near the school and do not park in the Bus Zone. Children travelling by bus are expected to follow our school rules and to uphold Metro's Bus Code of Behaviour to ensure safe travel.

43. SCHOOL COUNCIL – See School Association

44. SCHOOL NURSE - See Support Services.

45. SCHOOL POLICIES

The School Council has developed several formal policies in recent years. Some of the issues covered in these policies have been mentioned elsewhere in this booklet. All policies and the School Plan are available at the school for parents, and anyone associated with the school, to read.

46. SCHOOL RULES

Appropriate social interactions are a necessary condition for effective teaching and learning and for developing and maintaining relationships throughout life. Lindisfarne North Primary School, in partnership with parents, has a central role in supporting children's social and moral development as well as their academic learning. At all times our school environment encourages behaviour based on the principles of honesty, respect, consideration and responsibility. To this end we have developed four school rules/expectations:

- We have the right to learn and teach – I am a learner.
- We care for and respect others – I am respectful.
- We care for and respect property – I am respectful.
- We move and play safely – I am safe.

These rules aim to:

- define acceptable behaviour,

- ensure that the school's expectations and strategies are widely known and understood
- encourage relationships based on kindness, respect and understanding of the needs of others.

The school takes a consistent approach to behaviour issues including bullying. Minor issues are dealt with at class and school level. When inappropriate or unacceptable behaviour of a more serious nature occurs, senior staff will contact home so that school and home can work together to resolve the matter.

47. SCHOOL UNIFORM and CLOTHING

The school has a firm policy encouraging the wearing of school uniform by all students. A current uniform list is available from the office. A uniform pool is provided, with parents supervising fittings, ordering and uniform sales. All students are expected to wear a 'sun safe hat' when outdoors. (See Sun Protection.) Suitable hats are stocked by the uniform pool. When the student has Physical Education or is competing in sport, the "sports uniform" includes the optional tracksuit and suitable footwear. It is recommended that all students have a smock as protection for their clothing when working with paints, etc. A man's old shirt is usually sufficient. Library bags are required for children to carry their library books.

48. SICK CHILDREN

School is most certainly not the place for sick children. They would be miserable and not likely to be effective learners during that time. Others, too, could become infected. Apart from these concerns, the school does not have the facilities or the staff to care for them. If a child is ill and the class teacher considers that the child should not remain at school, the office staff will contact the parents or other emergency contacts listed on the medical card so that the child may be properly cared for. Parents are also requested to contact the school if their children are absent due to illness, injury or any other reason.

49. SMOKING

Our school is a no-smoking zone. Smoking is not permitted in the buildings or environs.

50. SPECIALISTS

The school has the services of specialist teachers in the following curriculum areas: Physical Education, Music, Library and Flying Start Literacy and Numeracy support. We have regular visits from a Guidance Officer, Social Worker, Speech Pathologist, Curriculum teachers and support teachers. Parents requesting an appointment with one of the specialists can pursue a referral through discussion with the class teacher.

51. SPEECH PATHOLOGISTS - See Support Services.

52. SPORT

All children in Grades 3 - 6 participate in school swimming, athletics and cross country carnivals. From these events, children are selected to represent the school in interschool and champion of champions' carnivals conducted by the Southern Primary Schools Sport Association. Children in infant classes participate in activities organised within the school by infant teachers. Outside organisations often conduct school clinics for their particular sport such as Kanga Cricket and Basketball. All students from Prep – Grade 6 are provided with specialist weekly PE lessons and a daily PE program. School teams participate in some local rosters with the support of parent coaches and managers.

53. STUDENT ABSENCES

If a student is absent from school for any reason, please notify the school in writing or by phone. This is a legal requirement under the Education Act. A medical certificate is required if a child is absent for 5 consecutive days due to illness.

54. STUDENT REPRESENTATIVE COUNCIL (SRC)

All Primary classes have elected representatives on the student council. Elections are held twice a year. The student council provides a forum for the discussion of student matters. It also raises funds for charities the children think are worthy. The student council meets each week to discuss and prioritise possible projects.

55. STUDENT LEADERSHIP

Grade 6 students are provided with a range of shared leadership opportunities during their final year. These include involvement with the Student Council, Assemblies, the daily PE program and lunchtime games.

56. STUDENT ASSISTANCE SCHEME (STAS)

The scheme provides assistance to students who are enrolled full-time in kindergarten through to Year 12 in Government and non-Government schools and whose parents/guardians meet the criteria of the income test. For further information please contact the school office.

57. SUN PROTECTION

The school requires that every student wear a blue legionnaire's cap or bucket hat when outdoors so the face, neck, and ears are all protected. Baseball caps do not provide this protection. Students not properly protected will be required to remain in shaded areas during morning recess and lunchtime breaks. Hats are compulsory in Terms 1 and 3.

58. SUPPORT SERVICES

The school has a part-time Guidance Officer, Speech Pathologist, Support Teacher and a Social Worker on call.

- **Guidance Officers** are qualified psychologists who can provide a range of psychologically and educationally based services to students, parents and teachers. Guidance Officers can assess children, provide counselling as well as work with teachers in supporting health and life skill programs. Our Guidance Officer is Jo Morgan.
- **The School Nurse** is also available to work with children. Parents must complete a referral form before a consultation can occur. Forms are available at the office.
- **Speech Pathologists** diagnose communication problems and provide therapy for children with communication disorders. These problems could include: unintelligible speech; uncoordinated speech production; inappropriate language for age; difficulties with the grammar, meaning and usage of language; inability to understand and follow directions despite normal hearing; difficulties in understanding certain concepts such as those related to space, time or number; stuttering and huskiness. Our Speech Pathologist is to be advised.
- **Support Teachers** provide assistance to classroom teachers in a range of areas. Our support teacher is to be advised.

Referrals to the Guidance Officer and Speech Pathologist can be made by completing the referral form in the office. A social worker is available on call. Our Social Worker is Tamika Ross.

59. TELEPHONE

Our phone number is (03) 6243 0101 and our fax is (03) 6243 7582. The people most likely to answer the phone are Mrs Cheryl Unsworth (Office Clerk) or Mrs Helene Trivett (School Executive Officer). It is usually easier to contact teachers before or after school or during breaks. Office staff are happy to take messages so that the teacher can return your call. Office staff will take a message for a student only in an emergency. School policy is that children are not to accept

or make calls from the school phone. If a teacher thinks it necessary that a student should phone home, the call will be made by a member of staff, not the student.

59. TERM DATES – See page 3.

60. UNIFORM LIST

Boys: Sky blue polo top

Maroon trackpants with sky blue stripe

Royal blue windcheater

Blue or grey socks

Maroon Polar Fleece

Navy trousers

Girls: Summer:

Dress (in school uniform material)

Royal blue windcheater

Blue socks

Winter:

Pinafore, skirt or trousers in school tartan material

Sky blue polo top

Maroon Polar Fleece

Royal blue windcheater

Navy blue tights

Trackpants - maroon with sky blue stripe

Uni-sex:

Trackpants

Navy shorts and trousers

Maroon polar fleece

Sports:

Sky blue polo top

Trackpants (maroon with sky blue stripe)

Hats:

Legionnaires caps/bucket hats – navy blue

Extras:

School bag

Library bag

62. UNIFORM POOL

A small committee of parent volunteers operates the uniform pool where new and used items of school uniform can be bought or sold. Currently open Tuesday mornings 8:30 – 9:30am – situated in the school hall.

63. UNIFORM POOL PRICE LIST – Available from the school office.

64. VISITORS

All visitors to the school are asked to report to the school office on arrival, as a matter of courtesy, and to fill out the visitor book.

65. VOLUNTEERS

School staff welcome and appreciate volunteer help and support. To protect everyone's interests we ask all volunteers to:

- Sign the visitor/volunteer book located at the school office on arrival and departure.
- Wear a visitor's tag whilst in the school.
- Undergo a Good Character check to complement Departmental regulations for all adults working with children. This is a simple procedure and further information is available from the school office, class teachers and senior staff.

66. KINDERGARTEN

CLOTHING

Children should wear comfortable play clothes to kindergarten. While many will wear school uniform, this is not expected until the following year. All children will need a hand towel and a protective smock. These will be sent home each week for laundering. A legionnaire or wide-brimmed hat is required for outdoor wear. There is little shade and we must protect our children, helping them develop this habit from an early age. During the cooler months a jacket or coat may be advisable for outdoors.

GETTING STARTED

Be prepared to stay with your child if it seems necessary, especially in those crucial early days. Some children need the security of parents or carers during the settling-in period.

KINDERGARTEN HOURS

Kinder 1	Monday, Tuesday (all day)	9:00am – 2:30pm
Kinder 2	Wednesday, Thursday and Friday (mornings)	9:00am – 12:20pm

Both groups operate in the Kinder building (Rowitta Road).

KINDERGARTEN PROGRAM

The activities and experiences provided by the kindergarten are designed to help children in various ways, including:

- to gain confidence and discover the things they can do themselves;
- to learn to work and play co-operatively;
- to learn to listen and take turns;
- to learn to express ideas and feelings through speech, art, materials, dramatic play, and movement;
- an introduction to early concepts about print, and literacy development;
- a foundation for the development of Mathematics and Science concepts;
- to improve large and small muscle control;
- to improve the intellectual skills of reasoning and problem-solving;
- to appreciate books, literature and music.

LOCATION

The kindergarten is part of the Lindisfarne North Primary School and is located in Rowitta Road near Derwent Avenue. The school office is in Raminea Road.

MORNING TEA

Children are to bring a drink and a light snack (eg fruit) for morning tea. Soft drinks, sweets, and foods which are very sugary or very salty are not appropriate. At kindergarten there is a strong emphasis on healthy eating habits; please help us develop these from the start. Please note, our school, including Kindergarten, is nut and egg free. (See Lunches.)

PARENT INVOLVEMENT

Always feel free to come to the kindergarten. If you would like to discuss your child's progress we can arrange a meeting at a convenient time. Examples of your child's work will be sent home frequently, and a record of development of representative samples will be kept and shared with you on a regular basis. This will be sent home for you to keep at the end of the year. A parent roster will operate in each kindergarten group for those parents who would like to work alongside their own children or to assist with group activities. Teachers value the assistance of parents at all times.

PERSONAL INDEPENDENCE AND SELF RELIANCE

In kindergarten, children are learning to be independent and self-reliant. Please help them by encouraging them to do things for themselves such as putting on their own smocks (perhaps practise this at home) and hanging up their bags.

It is essential that all personal property be clearly identified with the child's name. Please help us to encourage your children to look after their belongings. Should an article be lost, ask your child to look in the lost-property box.

SAFETY FIRST

- At no time will a child be permitted to go into the street unaccompanied by an adult.
- Parents or carers must bring their children into the classroom, and must remain with the child until a teacher is present.
- Similarly, children must be collected from the teacher in the classroom.
- Please remember to latch the gate.

67. PARENT/CHILD SESSIONS

These sessions are open to children aged between 3 and 4 years at 1 January of the year prior to commencing kindergarten. The sessions are designed primarily to provide parents with an opportunity to spend a special time each week with their children in the kindergarten environment. The parent child sessions are also provided to fulfil the following aims:

- To extend the role of the school into the community.
- To introduce future pupils and parents to the school environment in a practical way. The sessions certainly appear to assist the children with the initial settling-in period at the commencement of the child's school life.
- To serve as a time of enrichment for the child and the parent as they work together in an environment catering especially for the interest and developmental needs of the children involved.

It is important that the parent works with just one child and therefore parents are asked, if it is possible, not to bring younger children to the sessions. However, if it is necessary to bring younger siblings, parents must ensure that they do not interrupt the older children's play.

COST

A small amount (\$3.50) is charged for each session. A piece of fruit is also requested.

ENROLMENT FORMS

Enrolment forms can be obtained from the school office; parents wishing to enrol their child in parent/child sessions are asked to make an appointment with the School Principal.

HOURS

The parent/child session is currently held on Wednesday afternoons from 12:45pm – 2:45pm. The 2009 parent/child session will commence on Wednesday, 11 March.

LEADER (TEACHER AIDE)

The role of the leader is generally one of support both to the parent and to the child. Her initial task is to set up the area ready for the commencement of the session, to assist parents and children in the use of the equipment, and to ensure that all the cleaning and packing away is completed at the end of the session.

PARENT

The parents need to maintain a close observation and interaction with the child in relation to language development, effective use of equipment and materials, general behaviour, toileting, etc. It is also important for the parent to ensure that each work area is left clean and tidy after use.

PROGRAM

The format for the sessions will of course vary but generally there will be a variety of indoor and outdoor activities to choose from and the range of these will vary from week to week. A time is usually set aside for parents to enjoy a cup of tea or coffee and for children to have a drink and something to eat. There will also be excursions planned for the group, throughout the year. The most important person at the sessions is the child. Therefore the roles of the adults need to be clearly understood.

TOY LIBRARY

A small toy-library operates in conjunction with the parent/child session and children may borrow a piece of equipment each week to take home.

68. LADY GOWRIE CHILD CARE CENTRE

Child care is offered for your 3 to 7 year old children as follows:

- AM Session (8am – 1pm)
- Before Kindergarten Care
- After Kindergarten Care
- PM Session (1pm – 6pm)
- Full Day Care
- Holiday Care

Fully accredited, professional, experienced and caring staff.
Commonwealth Child Care Benefit available.

Open 8am – 6pm daily.

Telephone enquiries and visits welcome.

Cnr Derwent Avenue and Rowitta Road, Lindisfarne – phone 62306800 (press 1 for childcare and 5 for Lady Gowrie Lindisfarne North)

CONTACT DETAILS

30 Raminea Road, Lindisfarne Tas 7015
Ph 03 62430101 | Fax 03 62437582
Email lindisfarne.north.primary@education.tas.gov.au



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