

Lockwood SOUTH

Information Book 2023

Growing Together
Learning Forever

Personal Best

Caring

Mutual Respect

Community

Phone: (03) 5435 3293 Fax: (03) 5435 3893

Address: 710 Calder Alternative Highway, Lockwood South

Email: lockwood.south.ps@education.vic.gov.au

Website: www.locksthps.vic.edu.au



Dear Parents,

We welcome both you and your child to Lockwood SOUTH Primary School. Our school is committed to providing innovative curriculum and encouraging all students to achieve their personal best in all facets of their school life.

This booklet is prepared to assist you to understand the school and its operations.

At Lockwood SOUTH we view education as a partnership - a joint responsibility between the school and home. It is widely acknowledged that you as parents are the main educators of your children. Parents and teachers share a responsibility in each child's learning through encouragement and mutual support.

Our School's policy is to involve parents as much as possible. Please see us if you are able to help in any way during the coming year

You are welcome to visit the school at any time to discuss your children's progress with the teachers, Principal or to become more familiar with programs and policies of the school. Please ring to make an appointment.

We hope you will take up this offer during the year.



Adam Torney

Principal

ABSENCES

If your child is unwell the best place for them is at home. All absences must be explained in writing to the class teacher as soon as possible. Notes are then recorded as an approved absence. Parents may also contact the office by phone or email to inform staff of any absences. Absence notes are given out at the start of each term.

AGRICULTURAL CENTRE

Over the last few years, we have developed our own Agricultural Centre. It has been supported by the installation of a kitchen and an array of garden beds and fruit trees. All children manage all aspects of the garden. That is, preparation of the soil, planting and finally harvesting and eating the produce. We even have our own chooks!



ASTHMA MANAGEMENT PLAN



An Asthma Management Plan is required for all children who suffer from asthma or who have been diagnosed with asthma or treated for asthma. These are included with school newsletters at the start of each year and are also available from the Office. Plans must be updated each year by your child's doctor.

Updating this plan is a parent responsibility and is essential to maintain accurate information for student care.

ASSEMBLIES

Assemblies are held at 10.30am each Friday.

Student lead Assemblies include celebration of the week that was: Student of the Week and Better Buddies awards, birthday celebrations, as well as notices from staff and students. Everyone sings our National Anthem and recites our School Pledge. We would love for you to join us.

ARRIVING AT SCHOOL

Children should be brought to school before **8.50am** so that they can have a play, chat and settle ready for class time. The yard is supervised from **8.45am**. When arriving at school children come to the back of the school and leave their bag on a seat until the bell. They are not permitted around the front of the school once they have arrived.

BOOK CLUB

Your child will have the opportunity to buy books (at very competitive prices) through the Ashton Scholastic Book Club at regular intervals during the year. When offers are made by this club, details will be included in the school's Newsletter.

BREAKFAST CLUB

Breakfast Club is offered 2 mornings a week, every Tuesday and Thursday from 8am to 8:30am

BUDDIES /COBBERS

All students in our school are part of this program where students across the school meet for a range of activities that form connections, reward positive behaviours and celebrate team spirit. We are part of the Alannah and Madeleine Foundation Better Buddies Program.



CAMPING PROGRAM

Our Camping Program occurs in Fourth Term each year. We combine with small schools in our cluster giving our children an opportunity to make friends from another school. Our Grade 4/5/6 camp has three locations: beach, mountains and bush allowing our children to experience three different settings. Our Grade 2/3 camp rotates between Maldon and Echuca while Prep/1 have their Camping Program at School. Parents may choose to make camping payments in instalments.



CAR PARKING

Parents use the slip road at the front of the school to drop and pick up their children. At pick up time students are placed in their cars. Parents turning back towards **Crusoe Road** are asked to park in the **right hand lane**, those headed toward the **Malden Road** are asked to park in the **left hand lane**. We ask that you park in the car park if you are coming into the school so that the traffic flow is not impeded.



If at any time a disabled visitor visits our school a car park is set aside for easy access. Please inform us if you require this reserved parking.

CLASSROOM HELPERS

If you would like to assist in our programs please see your child's teachers. WWC checks are needed.

CODE RED SCHOOL

Lockwood SOUTH Primary School is listed on the DEECD bushfire at risk register. (BARR) We are a Code **Red** School.



ON CODE RED DAYS:

- Lockwood SOUTH Primary School will be closed on days that are determined by fire authorities to be Code Red.
- Where possible we will provide parents with up to three days' notice of a planned closure following the issue of a Code Red warning by the CFA.
- Families will be contacted directly by both phone and a letter sent home with their child with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure.
- Once confirmed the decision to close will not change, regardless of improvements in the weather forecast.
- No staff will be on site on days when the school is closed.
- Outside of School Hours Care (OSHC) will be cancelled.
- School camps will be cancelled if the area where the camp is taking place is at risk.
- On these Code Red days families are encouraged to enact their Bushfire Survival Plan.

**On such day's children should never be left at home unattended
or in the care of older children.**

COMMUNICATION

Please feel free to contact the school whenever you have a concern regarding your child's schooling. Please make an appointment so that the teacher or Principal can make arrangements to have the time to spend with you. Communication between parents and the school, parents, and class teachers, is vitally important for us to continue to work co-operatively in the best interests of our students. We encourage parents and teachers to work together in partnership for the education of our students.



If you need to see us about any matter, please make an appointment that is convenient for you and us.

To make an appointment, write, email or phone the school.

Phone Number: (03) 5435 3293

Email Address: lockwood.SOUTH.ps@edumail.vic.gov.au

Mailing Address: 710 Calder Alternate Highway
LOCKWOOD SOUTH 3551

Communication is very important and we encourage you to read the newsletter, which is also available on our web site <http://www.locksthps.vic.edu.au/>. Special events will be notified in the newsletter. Information and permission notes will be sent home pertaining to class activities during the year as required. If you have any questions, ideas or concerns, please speak to the classroom teacher, Office Manager or Principal. The newsletter is sent home each week with the eldest child in each family on a Wednesday. Please ask your child for the newsletter, as most important items are communicated in this. Notices on **blue** paper come **back** to school.

The newsletter is available to publicise *community* items relevant to the school.

WEBSITE & FACEBOOK

Our school website and Facebook page are both valuable tools for communication within our community to access. Please visit our website <http://www.locksthps.vic.edu.au/> or our Facebook page.

UEDUCATE US

uEducateUs is a communication tool that is utilised to enhance the communication between school, parents and students. uEducateUs provides easy access to important information for the people involved in a student's learning and wellbeing including a complete overview of student progress, roll call displays, report card, medical alerts and emergency contacts. Permission notes are now generated and completed on this platform.

CONVEYANCE

The conveyance allowance is available for students aged between 5 years and 21 years by the 30th April. Students must reside more than 4.8km by the shortest practicable route from their nearest Primary School. The allowance is approximately \$400 per student per year, paid in two equal instalments.

CURRICULUM

From Prep to Grade 6, the curriculum is delivered in ways which integrate learning across a range of curriculum areas. We use an Inquiry Approach to learning.



Victorian Curriculum is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

Each of the Victorian Curriculum domains is structured by eleven levels associated broadly with the levels of schooling, from Foundation (Prep) to Level 10. The levels represent typical progress of students at key points within the stages of learning. It is recognised that students' progress at individual rates and may demonstrate achievement at a particular level earlier or later than typical.

The eleven-level structure reflects the use of eleven levels as a key feature of the design of the domains drawn from the F – 10 Australian Curriculum (English, Mathematics, Science and History).

EARLY DEPARTURES / LATE ARRIVALS OF STUDENTS

It is important that your child is at school all day, every day. We ask that appointments etc. be scheduled outside of school hours unless unavoidable so that your child does not arrive after 8:45am or leave before 3:25pm.

If your child does arrive late or leaves early you or a person authorised by you will first need to visit the office to sign the Sign In/Sign Out Book before proceeding to the classroom.

These processes are in place to maximise our care for the children and ensure that all students are accounted for. We thank you in advance for your cooperation in these matters.

END OF TERM DAYS

On the last day of Terms 1, 2 and 3 children are dismissed at 2.30pm. On the last day of Term 4 students are dismissed at 1:30pm.

ENVIRONMENT

Lockwood SOUTH has a beautiful natural environment with a small creek area surrounded by wonderful trees and wildlife. This allows students to enjoy nature, develop their imaginative play and be involved in Environmental Studies, Sustainability and Resource Smart.



EXCURSIONS

Educational tours and school visits are selected to complement the classroom program. Permission notes must be signed and sent to school by the due date at the bottom of the form. As we have to book the buses it is important that the permission forms are back before the due date.

FAMILY RECORDS

Each year we ask parents to fill in a form giving information about the family. This information is necessary for us to keep records. **Please notify the school immediately if any of that information changes so that the school can always have accurate records.** They may be necessary in an emergency. All information given is kept confidential.

FIRST AID

Lockwood SOUTH Primary School has a First Aid room and First Aid trained staff to handle first aid situations in our Learning Spaces and playground.



FUNDRAISING

Fundraising is necessary in government schools to support and enrich the programs offered. A Fundraising Committee is established each school year to establish fundraising targets and a planned fundraising program for the year. We are always open to new ideas. School Council, staff and students may be involved in implementing the fundraising plan. Fundraising efforts will be directed towards the spending priorities as outlined in the program budgets.



GAMES

The children are expected to play co-operatively and safely in the playground during breaks. Rough and potentially dangerous games are not permitted. Toys of violence and aggression have no place at school; if brought to school these toys will be cared for by teachers until collected by a parent. Children who are unsafe to either themselves or others are temporarily withdrawn from the playground. Parents are notified when required.



GRADE 6 LEADERSHIP TEAM

Each year our Grade 6 students form the Grade 6 Leadership Team, they meet once a week to develop their leadership skills and to discuss and plan activities within the school. Their role in the school includes being role models for younger students, extra lunch time duties, student voice, leading Assembly, being ambassadors for our school, as well as being leaders in their areas of expertise. They also plan special fundraising activities for different charities as well as the special project their team has chosen as a legacy to the school. As with all leadership being part of this team brings its own rewards and challenges.

HANDS ON LEARNING



Lockwood SOUTH recognises that the best way to engage kids' brains is by having them use their hands. In 'Hands on Learning' our students get 'their hands' into cooking, building, Science and the Arts. These tasks also focus on our school values and social competencies such as teamwork.

The program runs each Term for six weeks with students in three groups- Juniors, Senior Girls and Senior Boys. Students can make suggestions on what they would like their Term project to be. Completed Projects have include Bottle Top Art, Ooey Gooley Science Experiments, Foosball Tables, finding recipes that complement our seasonal garden and of course eating their scrumptious creations.

HEAD LICE



The school has established a Parent-managed Head Lice Program as a proactive approach to the management of Head Lice.

When checked, if a child has signs of head lice, a note is sent home informing parents of the required follow-up at home and the child does not miss any school. But if a child does not have permission to be involved in the program and signs of head lice are observed the child must be collected from school immediately to go home for treatment. When the children return to school they need to return the "treatment" note indicating the type of treatment applied. We ask all parents to be vigilant and to check their child's hair on a regular basis at home.

All children with shoulder length hair are expected to tie their hair back as part of our prevention program.

HEALTHY EATING

We encourage all families to provide a range of healthy food for their children to eat during the day at school. **We support Nude Food Day every day.** Nude Food Day is a fantastic opportunity to teach children about how their actions can impact the environment and their health. Focussing on the positive message of ‘nude food = a healthy body + a healthy planet’, we want your students to be empowered to choose healthy, rubbish free food for their lunches and snacks.



Water is the only drink we encourage at school.

Children are also able to have ‘brain food’ (Snack Attack) during the 9-11 session to snack on as they work. Snacks can include small pieces of non-juicy fruit, dried fruit, and cheese. Snack Attacks help concentration especially in our first teaching session as students have not eaten since breakfast. Please leave lollies and chips for home we do not encourage these at school.

HOME GROUPS

Multi age grouping are a feature of this school the benefits of which are backed up by sound research. All children are taught at their individual levels. Small groups for literacy and numeracy are a valued commitment at this school. Hakeas is our Junior Homegroup, Wattle is our Middle Homegroup and Melaleucas our Senior Homegroup.

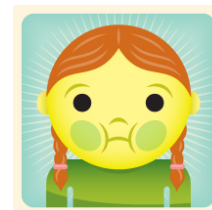
HOME LEARNING

At Lockwood SOUTH Primary we believe that learning doesn't stop when our students leave the classroom and students will be sent home with homework throughout their Primary School years. The homework will be a mixture of project work, spelling words, reading and other activities. Parents will be informed at the start of each year of the homework expectations.



ILLNESS/EMERGENCY INFORMATION

While it is encouraged that children attend school daily, home is the best place for children who are sick. A sick child cannot work effectively and may spread germs to other children.



Should your child become sick at school, every attempt will be made to contact you on your emergency contact, so it is essential that emergency information provided to the school is current.

It is important that the school is notified of any physical conditions or illnesses your child has (or changes) such as sight, hearing or conditions such as asthma, diabetes, anaphylaxis, heart defects. This will enable safeguards to be taken to protect your child.

IMMUNIZATION CERTIFICATES

The provision of a School Entry Immunization Certificate is a Department of Education requirement when children are enrolled to commence their Primary School education. These certificates can be obtained from the “Australian Childhood Immunisation Register” (ph: 1800 653 809) or from any Medicare office.

INCLEMENT WEATHER

During wet and extreme heat days the students eat and play in our Learning Spaces supervised by teachers.



INFECTIOUS DISEASES



Our school follows the Department of Education protocols put in place for the current COVID pandemic. Infections can spread quickly at school. Some illnesses can have serious aftereffects; accordingly, the School Medical Service exclusion table must be followed:

Chicken Pox: For at least 7 days after the beginning of the illness and until the last lesion has healed.

Conjunctivitis: Until discharge from eyes has stopped.

Diphtheria: Until 2 negative swab tests have been received at intervals of not less than 48 hours - the first swab taken 72 hours after cessation of antibiotics or chemotherapeutic agents.

Head Lice: Students are to be withdrawn from school until appropriate treatment (ie. lotion applied) has been administered.

Impetigo (School Sores): Until sores have fully healed. Child may be permitted to return provided appropriate treatment is being applied and that sores are properly covered with occlusive dressings.

Measles: For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

Mumps: Until fully recovered.

Ringworm: Until appropriate treatment has commenced unless ordered by the School Medical Officer.

Rubella (German Measles): Until fully recovered and at least 4 days have passed since the appearance of the rash.

Scabies: Until appropriate treatment has commenced unless ordered by School Medical Officer.

Scarlet Fever: Until medical certificate of recovery is produced.

Tuberculosis: Until a medical certificate is produced stating that the patient is no longer infectious.

Viral Hepatitis: Until a medical certificate of recovery is produced or where no medical certificate is available the child may be re-admitted on subsidence of symptoms provided that at least seven days have passed since the onset of jaundice.

Whooping Cough: Excluded for 4 weeks or until a medical certificate of recovery is produced.

INFORMATION COMMUNICATION TECHNOLOGY ICT

We have an ICT rich school with our Learning Space having a netbook per student.

Interactive white boards, an interactive television and a Polycom Unit are used by teachers and students during whole class instruction or small group work. We also use iPads, digital cameras, flip cameras, voice recorders, mp3 players and video recorders to record what students are doing. The use of technology is integrated into all the work we do. It's not taught or used in isolation.



INTEGRATED INQUIRY-DISCOVERY

The focus of Integrated Inquiry is to investigate the 'what' and 'how'. Investigations about our world are explored through challenging, meaningful integrated curriculum topics using the

inquiry process. Teachers at our school plan integrated curriculum units that foster inquiry and the child's sense of wondering.

Children participate in a range of learning opportunities that cater for different learning styles and interests, e.g., hands on, ICT, kinaesthetic and higher order thinking tasks. Relevant and meaningful excursions and incursions are a significant part of the inquiry process.



From time-to-time other programs which complement existing study areas will be presented; Excursions, incursions, special event weeks, creating our Learning Environment activities, visits by professional writers and performers, thematic dress-up days and an extensive camps program, complement our curriculum programs.

LANDCARE

Upper Spring Creek Landcare is centred on the Spring Creek area and takes in Lockwood SOUTH Forest, Shelbourne Forest and surrounding areas. They meet every second Tuesday evening of the month at the school, visitors welcome. Our school has been involved in a number of different projects with our Landcare and we are always looking at ways to extend this partnership.

LODDON CALDER CLUSTER

We belong to the Loddon Calder Schools Cluster and we combine for cross country, athletics, and winter sport day.

LOGO

In 1994 the school adopted a native animal for its logo. The Tuan, a small, rat sized animal is found in the district. It is present in the Lockwood SOUTH area and Victoria in low numbers. Tuans weigh from 110 to 270 grams and belong to the DASYURID family, dasyurid meaning "hairy tail". Another member of this family is the extinct Tasmanian Tiger. Tuans are insectivorous/carnivorous marsupials. Cats and foxes are a danger to them. Pictures of the Tuan feature on our uniform, school letterheads and on the covers of school publications.



LOST PROPERTY

Unnamed clothing which accumulates throughout the year will be put on display for identification and collection then any unclaimed clothing will be given to a charitable society at the end of each term. All unnamed lost property is located in the First Aid Room. Parents are encouraged to check for items their children have misplaced.

Please name all items of clothing, drink bottles and lunch boxes.

LUNCH/BREAK SUPERVISION

We are concerned with developing good lunchtime habits of the children. As a result, the following policy has been adopted: -at 1:40 all students eat lunch together. This is for the 10 minutes and under the supervision of teachers. The whole school is then dismissed to go and play.

Children are encouraged to eat healthy lunches, including food from the fruit and vegetable, cereals and protein food groups. Health and correct nutrition are an important part of the school curriculum. **Lollies, chocolate bars or other foods with high sugar content are not considered suitable nutrition for children during school hours.**



Due to COVID, restrictions may apply to the following: Celebrating special events like birthdays adds to the experience of school, but parents or others who provide perishable food are encouraged to provide it in insulated coolers (like an Esky) with ice or cooler blocks, especially during hotter months.

For medical reasons such as food allergies we do not allow children to share food. Our School is a **NUT FREE SCHOOL**.

MANAGEMENT OF STUDENT BEHAVIOUR

Our school's behaviour management program has been developed around a set of rights, responsibilities.



It is aimed at establishing a positive model that reinforces, appropriate behaviour, with consequences for inappropriate or unacceptable behaviour.

Our school is committed to providing a safe, harmonious school environment where bullying, verbal, and emotional or physical, is not tolerated.

We believe children have the right to be safe, to learn, to be treated with respect and have their property treated with respect. It is also important that children understand that they have a responsibility to ensure that they do not infringe upon the rights of others.

Teachers are here to assist children who experience difficulties, and there is an expectation that children will seek a teacher's assistance rather than taking action themselves which is also unacceptable.

MANDARIN

All our students receive one hour of Mandarin per week. We work in conjunction with the Confucius Classroom at Bendigo Secondary Senior College and Hanban, a Chinese government organization. We join with other Primary Schools to form Team China. Our students are given opportunities to host Chinese students in Term 4 each year and can apply in Grades 5/6 to travel to China. Our Sister School is Dongshahu School in Suzhou. We encourage our students to think **globally**. <http://www.sipdsh.com/>



MARC VAN

The Mobile Area Resource Centre (MARC) van visits our school once a fortnight on a **Tuesday**. Students have an hour lesson in that time and borrow books. Each child needs a library bag so that books are kept in good condition. They cannot borrow without one. A plastic supermarket bags are ideal for this purpose. Mrs. Sue Gentry is our MARC Van teacher.



MEDICATION

Children who are unwell should not attend school.

Lockwood SOUTH Staff will accept and agree to supervise only medication required during their period of supervision or care. As much as possible, we encourage parents/carers to administer medication outside of school hours. For example, medication required three times a day can be taken in the morning (before school), afternoon (straight after school) and bedtime. This minimises the quantity of medication held on site.



Lockwood SOUTH Staff will store and supervise only medication that has been prescribed by a doctor for the individual child, for the period of time specified. This ensures the medication is medically warranted. These medications prescribed by a doctor will not be administered by staff

without the accompanying written information from the parent/carers. This is included on our Medication Request Form which is available at the Office.

We do not administer the first dose of a new medication at school: this should be supervised by the family or health professional in case of an allergic reaction.

All medication must be in the original named container or bottle, labelled by the pharmacy if a prescription medication, and given directly to the classroom teacher for storage in the First Aid Room. Medications are not to be left with students.

Students who provide written parent permission that is supported by an asthma plan may carry an asthma inhaler with them and self administer when needed.

Students involved in camps and excursions will be discreetly administered prescribed medications by the teacher in charge in accordance with the above procedures.

MOBILE PHONES

Permission must be obtained from the Principal for students to bring mobile phones to school. If this is the case, they must be handed in at the Office to be collected at the end of the day. The school doesn't accept any responsibility for loss or damage.



MONEY

Please send payments to the class teacher in the envelope provided by the school, with your child's name, grade and reason for sending money, marked clearly on the outside.

If you prefer to drop it off after school, it will need to be deposited at the Office.

Cheques, cash, direct deposit and Bpay are accepted by the school.

NEWSLETTER

Each **Wednesday** you will receive a hard copy of the school newsletter linking our learning community. It is also available on our web site, uEducateUs and Enewsletter. Many important notices are in the newsletter as well as many interesting snippet and samples of children's work.

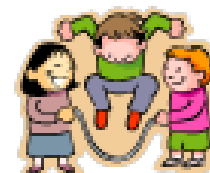
OFFICE HOURS

Jo Egan is our Business Manager and works from Monday to Wednesday.

Our Office is open 9.00am to 3.30pm Monday and Wednesday and 8.00am to 2.00pm Tuesday. Thursday & Friday please see Adam.

OUTSIDE SCHOOL HOURS CARE -OSHC

Outside School Hours Care operates 7.45 till 8.45 and 3.30-5.30 each school day. Please obtain an enrolment form from the Office. Payments for this program are made through the Office.



PARENT PARTICIPATION

It is widely acknowledged that children learn better when their parents are involved positively in the school. There are many ways in which this can happen depending on how individual parents feel most comfortable.

There are a wide range of activities in which parents can participate – School Council, School Council Sub-Committees, special classroom events, fundraising events, book fairs, Education Week events, dropping in to a working bee or looking after a garden area, reading and responding to the School Council Annual Report,



attending one of the organised evening information sessions, helping out on the Fundraising Committee.

PRIVATE PROPERTY

Private property brought to school by students is not insured and neither the School nor the Department of Education and Training will be responsible for any damage or loss.

PROBLEMS AT SCHOOL

If your child is experiencing any problems at school, the matter should be discussed in the first instance with your child's home group teacher.

PRODUCTION

Every second year the school runs a whole school performance, as part of our Performing Arts Program. All children from Prep to Grade 6 are given the opportunity to perform on stage.



PUBLIC HOLIDAYS

The school is closed on designated public holidays. Public Holidays 2023

Labour Day – Monday 13th March

Good Friday – Friday 7th April

Easter Monday – Monday 10th April

ANZAC Day- Tuesday 25th April

Queen's Birthday – Monday 12th June

Friday before the AFL Grand Final Likely 29th September

Bendigo Cup Day – Wednesday 1st November

PUNCTUALITY

Please ensure that your child is at school ten minutes before the 9.00 bell to allow time for settling in. It is unnecessarily disruptive to everyone and teaches bad habits to be late for school.



PUPIL FREE DAYS

Four days each year are designated as Pupil Free days. Teachers use these days to continue their Professional Learning on areas identified by the school and/or for parent/teacher interviews.

School Council approves 'Pupil Free Days' and parents are notified in advance of these dates via the school newsletter and notices.

REPORTING TO PARENTS

- A Goal Setting Interview is held at the beginning of Term One to meet with your child's teacher and to decide on goals for Term 1. Your child is encouraged to attend
- A midyear written report
- A three way conference-Parent, Student and Teacher at the beginning of Term 3
- An end of year report
- Requested interviews throughout the year



SCHOOL COUNCIL

School Councils are corporate bodies constituted at Victorian government schools. They are representative in nature reflecting the partnership in education. The School Council is the focal point for shared decision making and has responsibilities in areas of curriculum policy, finance, facilities, resources and school/community relations. Our School Council is composed of 6 elected parents, 1 elected teacher and the Principal ex officio. The Council meets monthly to hear reports from its various sub-committees and to make decisions. The School Council has an Annual General Meeting at which an annual report is delivered and elections are held. Parents and staff are elected to Council in February each year and serve a two year term. Council meetings are currently held at 6.30pm on a Wednesday in the fourth and eighth weeks of Term.



SCHOOL COUNCIL VOLUNTARY LEVY

To support our school with the cost of improving our school environment, School Council has set a Voluntary Levy of \$80 per family which goes towards maintenance and upkeep of the whole school grounds to minimise working bees. An upfront Local Excursion Levy is offered to cover small excursion costs, eg Cross Country, Winter Sports Days, etc.

SCHOOL HOURS

Unless notified otherwise school commences at 9.00 a.m. each day and concludes at 3:30 p.m. Children are supervised when eating their lunch/playlunch. It is best for the children if they can be at school at least ten minutes before the start of the school day. Children not picked up by 3.45 are placed in After School Care.



8:45am-8:55am	Getting Ready for School
8:55am	<i>Music means Move to Learning Spaces</i>
9:00am – 11:00am	Learning Session 1
11:00am-11:40am	Break 1
11:40am - 1:40pm	Learning Session 2
1:40pm - 2:20pm	Break 2
2:20pm – 3:20pm	Learning Session 3
	Jobs and Pack up
3:30pm	Gate Pick Up (No play equipment or balls to be used) Outside School Hours Care commences for those booked in.

During February Preps do not attend school on Wednesdays (unless Wednesday happens to be the first day of school).

SCHOOL MEDICAL SERVICE

This is a service offered by the Health Commission designed to screen children during their Primary School years to pick up health problems which may affect learning. During their first year at school, Prep children are systematically checked by a nursing sister for possible problems with hearing, sight or general development. If circumstances suggest, follow-up checks are organised with either Health Commission or a family's doctor. School Medical Service checks take place only with the permission of parents who are welcome to be present. Results are

confidential. Parents or teachers who have some concern about a child's health or progress at school are also able to refer children to the School Medical Service. No school referral can be made without a parent's permission.

SCHOOL PETS

We currently have two chickens. The children love playing with our pets, allowing our chickens to roam around the school grounds.



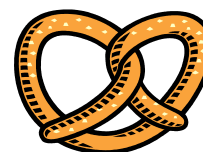
SMOKE FREE



All school buildings and grounds are smoke free zones in order to provide a healthy environment for our School *Community*.

SNACK ATTACK

Students are asked to bring a small named snack attack container of cut up fruit, pretzels, cheese etc. for their snack attack. No juicy fruits such as oranges, watermelon or stone fruit for snack attack. These are great at recess. Students eat these in the first teaching period from 9.00 to 10.00.



SOCIAL SERVICE

The school supports several service activities each year including programs such as the State School Relief Committee, Give me Five for Kids Bendigo Hospital Appeal and other events chosen by the Grade 6 Leadership team.

SPECIAL EVENTS

Dress-up days, Concerts, Activity Days etc. are conducted throughout the year. Parents are encouraged to participate in these programs.



STAFF MEETINGS

These meetings are held fortnightly on Wednesday afternoon from 3.30 - 5.00 p.m. Staff are unavailable during these times.

SPECIALIST PROGRAMS

Each week students participate in the Visual Arts, Chinese and Physical Education.

SPORT/ PHYSICAL EDUCATION

As with all other subjects this is part of the curriculum and is not optional. There is a regular P.E. program covering areas of minor games, ball handling skills, dance, gymnastics and athletics. A swimming program is usually undertaken in Term Two at the Eaglehawk Indoor Pool and a gym program in Term 3. We join with our Loddon Calder Cluster of schools for Junior Fun Day, Cross Country, Winter Sports Day and Athletics. Inter school games of t-ball, football, cricket etc. are held.



SUN SMART

In the warmer weather please encourage children to protect themselves against the sun by wearing sunscreen. Sun safe hats are now a compulsory part of the school uniform and must be worn from 1st September until 30th April when the children are in the playground, during morning and lunchtime recess breaks and during sport. If children do not have hats they play in the Undercover Area at break time. Broad rimmed and bucket hats are available from the Office.



TECHNOLOGY TUESDAY



Each Tuesday students are allowed to bring their own technology devices from home to use at recess and lunchtime. As with any private property brought to school it is not insured and neither the School nor the Department of Education and Training will be responsible for any damage or loss.

TERM DATES

	2023
Term 1	27 th January Teachers commence (students start 30 January in government school) to 6 April
Term 2	Monday 24 th April to 23 rd June
Term 3	Monday 10 th July to 15 th September
Term 4	Monday 2 nd October to 20 th December

* The first day of Term 1 is when teachers start – this is a student-free day.

Please note: Each Wednesday in February is a Rest Day for 2023 Prep students.

TRANSITION PROGRAMS

Prep: To support your child's transition from Preschool to Primary School we provide a comprehensive transition program conducted in Term 4 of each school year. Opportunities are provided during these sessions for the pre-Prep students to become familiar with our facilities, staff and their 'buddies' over four sessions. Information sessions are also provided in May and December. Additional Transition sessions can be made as required.

Grade 6: A comprehensive transition program is provided for students in Grade 6 to support their move to Secondary College. To celebrate the completion of each child's Primary Education a Grade 6 Outing is planned in December and a Graduation Ceremony is part of our End of Year BBQ.

Our local Secondary feeder school is **Crusoe Secondary College**. Most students who attend Lockwood SOUTH Primary School transition to Crusoe Secondary School.

UNIFORMS

All students are expected to wear school uniform. By wearing a school uniform children develop a sense of identity and pride within the school. The uniform is practical and comfortable for all school activities. Uniforms are available to the school community through the Office.



A written note is required if your child is out of uniform at school. The school uniform policy excludes the wearing of jewellery and makeup (including nail polish).

VALUES **Personal Best** **Community** **Mutual Respect** **Caring**

At Lockwood **SOUTH** Primary School our four values: **Personal Best**, **Community**, **Mutual Respect** and **Caring** are promoted as the basis of our daily interactions with each other. They are displayed on our pencils for everyone to see as they enter our school.

Personal Best – Always endeavouring to do the best I can by setting realistic goals and being optimistic about achieving them.

Mutual Respect —Treating others, property and the environment with care and consideration; resulting in others treating me and my property with care and consideration.

Caring — Showing concern to others and being thoughtful and understanding of their feelings.

Community — Working together cooperatively in the classroom, Lockwood **SOUTH** and the wider community for the common good: - Encouraging participation in our community and the development of citizenship skills.

VALUABLES

Private property brought to school by students is not insured and the Department of Education and Training does not accept any responsibility for any loss or damage. Please do not allow your child to bring valuable jewellery, electronic and valuable toys or sums of cash to school as no guarantee can be given against damage or loss.



VISITORS

Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priorities.

Our school follows the Department of Education protocols put in place for the current COVID pandemic. All visitors will be required to report to the Office prior to undertaking any activity within the school, where they will be required to sign a “Visitors” book, present WWC and will be assigned a “Visitors” badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors book.

VOLUNTEERS

We encourage parents to participate in a range of school activities. All volunteers must have a Working with Children Check which can be arranged at a Post Office.

WATER BOTTLES

All students are encouraged to have a water bottle for classroom use. Water not only keeps children healthy, but also will help them perform better, as dehydration leads to a reduction in both mental and physical performance.



WORKING BEES

Working Bees are conducted every term and **ALL** families are welcome to attend. Parents are encouraged to participate in working bees for the following reasons: -



1. A child responds more warmly and with more respect to the school environment if it is seen that the whole family shares in the responsibility of looking after the school.
2. Every task completed by voluntary labour results in more “educational” dollars for your child in other areas of the curriculum via materials and requisites.
3. A sharing of the workload among ALL families makes for a happier and more tightly knit community. These working bees will help to make the school a more pleasant environment for your child. Dates will be announced in the school's Newsletter.

YARD DUTY

Teachers are on yard duty during all school breaks wearing fluoro vests. Morning yard duty commences at 8.45am. Throughout the day teachers are on duty at Recess and during the Lunch Break. After school teachers are on duty from 3.30 to 3.45, children are supervised at the shelter until they are placed in their cars. Parents are asked to plan for delivery and collection of children between these above times.



***If your child/children is at school before 8.45am or after 3.45pm
they should be enrolled in Outside School Hours Care***

**As a student of the Lockwood
SOUTH Primary School community
I am proud of who we are and I will -**

Respect others and my environment

Be caring towards everyone

Be honest even when I am in the wrong

Be fair and share the playground

Do my personal best

And have fun while I learn



Growing together,

Learning forever!

TUANS

T is for **TEAMWORK**,
We all get along.

U is for **UNDERSTANDING**,
Our differences make us
strong.

A is for **ACHIEVING**,
The skills we need for life,

N is for **NUTURING**,
In good times and in strife,

S is for **STRIVING**,
To be the best we can be.
To develop our potential
And our School Community.

TUANS will remind us each and every day,
How to make good choices,
As we learn, work and play.



TYLER TUAN

Lockwood SOUTH Is Great!

Lockwood SOUTH's the place for me,
Learning to be the best I can be,
We know that it is friendly,
..... Because it's great.

Chooks and pets and fun in the creek,
Working hard throughout the week,
Respectful choices are what we seek,
..... Because it's great.

We love our learning space,
Our teamwork's really ace,
We strive to be the best,
Work hard to be the best,
Work hard at all the tests,
And we support our friends
Because we really care.

Reading, writing, it's all cool,
Music, sport and spelling rules,
We love learning at our school.
..... Because it's great.

