



Parents Handbook 2023-2024



35 Howitt Avenue, Eastwood,

Bairnsdale VIC 3875

Phone: 03 5152 4662

Email: lucknow.ps@education.vic.gov.au

Website: www.lucknow-ps.vic.edu.au

Table of Contents	i
1. Introduction	2
2. Vision Statement	3
3. Values	3
4. School Profile	6
5. School Programs	7
6. School – Be in it.	8
7. School Council	10
8. Parents And Friends Club	11
9. Enrolments	12
10. Uniforms	13
11. Welfare and Management	15
12. Communication	18
13. Administration	20
14. Travel	22
15. Medical	24
16. Emergency Management	28

1. Introduction

A Message to Parents

Thank you for choosing Lucknow Primary School for your child's education. We look forward to working together to ensure your child has an enriching and fulfilling experience.

We place a great deal of importance on our school providing a happy, safe and caring environment.

Our school values of respect, care, honesty, inclusiveness and commitment are to ensure your child can develop their full potential.

We welcome your participation in your child's educational journey. Please do not hesitate to contact us if there are any matters that need to be discussed.

This booklet provides important details on how our school operates and we encourage you to read it closely so you are well informed on matters you need to know for your child's support.

Carly Miller

Principal

Jess Bryan

School Council President

School Times

Start	Finish	
08.35am	08.50am	Yard Supervision
08:50am	10:50am	Session one
10:50am	11:00am	Children eat recess in class
11:00am	11:30am	Recess
11:30am	01:30pm	Session two
01:30pm	01:40pm	Children eat lunch in class
01:40pm	02:20pm	Lunch
02:20pm	03:20pm	Session three
	03:20pm	Dismissal

Term Dates – 2024

Term	Start	Finish
Term 1	29 th January	28 th March
Term 2	15 th April	28 th June
Term 3	15 th July	20 th September
Term 4	7 th October	20 th December

2. Vision Statement

Lucknow Primary School is a Professional Learning Community. We value learning for all, through collaboration and shared responsibility. We aim to build an inclusive, caring learning community that respects diversity and nurtures confident, creative and active learners who aspire to be the best they can.



3. Values

Value	This means	Behaviour to demonstrate values
Respect	Building relationships based on mutual consideration.	<ul style="list-style-type: none"> ▪ We demonstrate commitment to the school's values. ▪ We conduct ourselves in a manner that brings credit to colleagues and the school community. ▪ We look after our own and other people's property. ▪ We care for the environment. ▪ We feel safe at school.
Care	Staff, students and families supporting each other.	<ul style="list-style-type: none"> ▪ We speak in a positive manner. ▪ We encourage others. ▪ We compliment and celebrate others achievements. ▪ We can speak to someone trustworthy when things go wrong.
Honesty	Being open and truthful in our relationships.	<ul style="list-style-type: none"> ▪ We speak truthfully. ▪ We act in a manner that brings credit to our school. ▪ We are sensitive to feelings of others.
Inclusiveness	Appreciation and acceptance of others.	<ul style="list-style-type: none"> ▪ We treat everyone fairly. ▪ We respect other people's beliefs, cultures and differences. ▪ We include others in work and play.
Commitment	Giving our best efforts in different situations.	<ul style="list-style-type: none"> ▪ We do our best. ▪ We complete agreed tasks to the best of our ability. ▪ We are willing to learn new skills and extend ourselves.

Our Purpose

To inspire children to achieve their full potential by developing:

- A culture of learning based on positive relationships between students, staff, parents and the wider community.
- Academic and social growth based on our values and learning focus.
- Responsibility for being self-motivated lifelong learners.
- A challenging curriculum appropriate to the needs of all students.
- A caring, stimulating and happy learning environment, which fosters high standards of achievement and behaviour.
- High expectations for all students to achieve their personal best socially, academically, physically and emotionally.

Student Learning is based on four critical questions:

- What do we want students to learn?
- How do we know if they have learnt it?
- What do we do if they don't learn?
- What do we do if they already know it?

We believe that teachers are accountable for students' learning and achievement.

Teaching is explicit.

Learning is differentiated according to students needs and learning styles.

Learning is developmental and sequential.

Students are increasingly responsible for the application of their learning.

Students need to regularly reflect on their own learning.

Learning is best achieved when there is a partnership between students, parents/carers and staff.



Positive Behaviours Beliefs

for staff, students and the school community.



1. Respect and consider the feelings of others.
2. Care for our shared environment.
3. Help each other to make good choices.
4. Value different ways of thinking and being.
5. May treat people differently to treat them fairly.
6. "Bounce Back" when times are tough.
7. Strive to be the best we can be.
8. Build a fun, safe school together.



4. School Profile

Lucknow Primary School was established in 1873 and moved from Omeo Highway, Lucknow, to its current site at Howitt Avenue, Eastwood, in 2003.

The move to the new site was in response to the growing development of Eastwood and the need for expanded school grounds and facilities.

The building of the new school was matched by a significant growth in student numbers.

By 2013 the student population had climbed to 550 and with this growth the school has prided itself in maintaining and developing the qualities of being a close knit, supportive community.

The school has a proud history which continues to shape the direction of the school. The school's motto Proud Past - Exciting Future represents how the school community welcomes and embraces future challenges in the context of its rich traditions.

We have a whole school approach to student welfare and engagement.

The welfare of students, staff and parents is an underlying consideration in everything that is done, being reflected in many ways; the way we treat each other, expectations of one another and efforts for each other. Our school believes that people are the most important resource and that they all have something to offer.

Every week "Special Friend" volunteers come into the school to work with individual children in areas of agreed interest, whether it is social, recreational or academic.

It is our aim to ensure that all see education as an exciting adventure and that the school functions as a learning community.

Parents and Friends Group and School Council are committed representatives of our community who are highly active in raising funds for our students and providing community-based decision making processes.

Pride and a strong community spirit are demonstrated in the participation of parents in all school activities. The Parents and Friends Group is very active with many worthwhile fund-raising and social activities as well as providing an opportunity for parents to discuss issues concerning their child's education.

The school is committed to effective communication, taking a pro-active role ensuring people have their say. Consultative processes have been adopted which enable all concerned to be involved. Whole school planning is practiced and can include people from outside the immediate school community.

Lucknow has incorporated technology into the curriculum and is proud of its efforts to provide learning technologies for students and staff. The school has banks of Ipads and laptops, providing access to the Internet and other worthwhile educational programs. All classrooms have smart TV's which are playing an increasing role in student learning. Ipads are increasingly used in specialised learning environments.

We have a vibrant and proactive approach to increasing student learning which is based on building staff knowledge about learning. Staff participate in an ongoing process of self-reflection about learning strategies and are supported by coaching to assist their knowledge growth.

We take pride in the standard of our school grounds and facilities and are continually seeking ways to improve them for the benefit of students, staff and the school community.

5. School Programs

The school has a wide range of programs for students and families.

Examples of what we provide at Lucknow PS include:

- Instrumental Music
- Energy Breakthrough
- Buddy Program
- School Camps
- Vegetable garden program
- Perceptual Motor Program (PMP)
- ICAS-International Competition and Assessments for Schools
- Sister School Japan trip
- High Ability Program



Programs may be added or changed to meet the social or academic needs at a particular time.

Specialist Programs

We provide specialist classes in:

- Visual Arts
- Physical Education
- STEM (Science, Technology, Engineering and Maths)
- Music & Culture

Teachers in these learning domains enhance student's skills and knowledge through in-depth application of learning practice that is not always available in the general classrooms. Students from Foundation to Year 6 attend these classes weekly and they are highly regarded programs in the school curriculum.

6. School – Be In It

From the time you enrol your first child you are encouraged to share in all of the activities our school has to offer.

Why be involved?

- You have been educating your child since birth, and together with teachers you can become partners in your child's learning once they start school.
- Your child always remains the central focus in this partnership.
- Parents can help in many different ways. Not all parents will be able to help at school during the day, but all parents can contribute in some way.

These are ways in which you can become involved:

- Be a good listener to your child
- Read to your child regularly
- Talk to your child about school, especially about the good things
- Get to know your child's class teacher and principal
- Talk to the teacher about your views and ideas
- Attend meetings and other sessions in which explanations are given about what your child does at school - in this way you will learn a lot about the curriculum.

By working together with mutual trust and respect, parents and teachers can make a great contribution to a child's progress and to the quality of the education your child receives.

Follow your personal interests in deciding on your involvement.

Take part in functions organised by the school community by:

- Attending social functions
- Helping with fundraising
- Going along to the Parents and Friends Group

Share in the programs by:

- Helping with excursions and clubs
- Helping with specialist subjects or theme topics in the classroom
- Working with teachers to improve school resources
- Working with teachers in classrooms

Participate in planning by:

- Working with committees and subcommittees
- Attending workshops
- Attending parent meetings
- Joining the school council

7. School Council

School Council

The Lucknow School Council is a body corporate constituted to exercise and discharge various powers and duties in relation to the school.

Composition

- Parent Member Category
- Jessica Bryan – President
- Nicole Thompson – Vice President
- Lauren Blair - Treasurer
- Vicki Henger – Treasurer
- David Heaton-Harris
- Penny Phillipson
- Anna Marriot-Smith
- Darren Allen
- Claire Steele
- Dee Cavanagh
- DET Member Category
- Carly Miller – Chair
- Allison Stone - Secretary
- Warren Fyfe
- Elly Sima

Major Responsibilities

The major responsibilities of school councils are laid down in the Education Act and the Education Regulations, through Orders of the Governor-in -Council and through directives issued from time to time by the Minister for Education and the Director of School Education.

The major responsibilities of councils in schools include:

- Representing the school and its community in reaching agreement with the Department of Education & Early Childhood Development (DEECD) on the school implementation plan.
- Determining the education policy, goals and priorities of the school within the framework of the school implementation plan and state-wide guidelines.
- Approving the school budget, which includes school generated funds and any sponsorship arrangements consistent with the school's Strategic Plan and Annual Implementation Plan implementation.
- Entering into contracts for purposes consistent with the school.
- Implementation plan to maintain and improve buildings and grounds.
- Reporting annually to the school community and the DEECD.
- Making a recommendation to the DEECD on the appointment of the school principal.
- Authorising the employment of non-teaching staff and any staff for short term projects.
- Developing the school's Student Dress Code.

- Developing the school's Student Code of Conduct as part of the school charter within guidelines set by the DEECD.
- Stimulating interest in the school.
- Conducting educational, social, recreational and cultural activities.
- Allowing use of the school's premises by community groups.

Sub-committees

This year the school council is operating the following sub-committees:

- Education/Welfare
- Finance
- Buildings and Grounds

Members of the school council make up the core of the subcommittees but invite the participation and involvement of other members of the school community. If you would like to serve on one of these sub-committees then please see a school council member or contact the school office.

Meetings

Meetings of the School Council are held on the fourth (4th) Wednesday of the month commencing at 6.00 p.m.

The sub-committees meet during the week prior to the general council meeting. Meetings are open for all parents to attend and the Council invites you to take advantage of the opportunity to do so.

Fundraising

The Lucknow PS Fair, Lucktoberfest, is held biannually. A Fair/School committee is involved in the set-up, marketing and execution of this day with activities planned both from our school community and outside community bodies. The money raised goes towards purchasing student resources.

School grounds and gardens

In helping to ensure that everything is kept neat and tidy the School Council has contracted out the tasks of maintaining the gardens as well as mowing the lawns. We employ a handyman to ensure our grounds and facilities are kept at a high standard.



8. Parents and Friends Group

At Parents and Friends Group we support students and the school community by offering time to help out within the school. This is in a variety of different ways when the need arises through voluntary contribution.

Parents and Friends Group is a relaxed and casual environment, a great opportunity to meet other parents and/or friends, voice ideas, support one another and find out what is happening within the school community

What are the functions of a Parents and Friends group?

- Help with "Fresh Fruit Friday"
- Promote David Luckes loyalty rewards program
- Organise second hand school uniforms
- Run Mother's and Father's Day Stalls
- Fundraising – purchase items to assist with education of children
- Assist with student functions such as grade six graduation
- Help with Lucktoberfest and hold scone and tea stall
- Host "Welcome" morning tea for new prep families



9. Enrolments

Entrance requirements

Children are eligible to begin school when they are five years old on or before 30th April. Department of Education & Early Childhood Development instructions require parents to provide evidence of the date of birth when enrolments are made.

It is compulsory for a child to enter school once they turn six.

Parents are also required to provide evidence of immunisation. If it is the parent's wish their children not be immunised, a Statuary Declaration is required from the parents stating the same.

Prep

Because school is a new and tiring experience for small children, pupils in Prep will have Wednesdays off in February. These days will be kept for assessment of the Prep children and your child will be required for 1 hour testing. A timetable will be established with times and names for this assessment to occur. Students will begin full time from March or by negotiation with the teacher.

The first few days

The first few days of a child's school life are most important. To make sure that everything goes well we suggest the following:

- Ensure that your child is at school on time.
- Be sure that the route to school is well known.
- Make sure all items of clothing and other school items are clearly labelled with your child's name.
- Make sure your child knows which food to eat at the appropriate time e.g. banana for "playtime", sandwiches for lunch.
- Parents are requested to accompany their child to the classroom and come to the classroom at home time to collect their child.

Helping in the Classroom

Parents are encouraged to help in the classroom with activities such as reading, excursions and other activities as directed by the classroom teacher. They are required to sign themselves and any accompanying children (non student) in at the office (for emergency/security reasons) and when leaving the premises sign out at the appropriate time. Parents/guardians will also require a Working with Children Check (WWCC) card to help as a volunteer. These can be obtained online. No fee (except for a passport photo) is required if you register under a volunteer status. The Working With Children Card is valid for 5 years.



10. Uniforms

The wearing of school uniform is *compulsory* and parents are expected to dress their children in the prescribed uniform. All uniforms can be purchased directly at Nick's Clothing store or alternatively at school via the second hand uniform store.

Parents are encouraged to name all clothing. Items which are located in "lost property" that are not labelled are either recycled for purchase or donated to a local charity.

Dress Code

Colours are navy blue and gold. (Note: denim is not permitted)

Navy blue short sleeve polo with logo

Gold short sleeve polo with logo

Navy blue long sleeve polo with logo

Gold long sleeve polo with logo

Navy blue basic windcheater with logo

Navy blue hooded windcheater with logo

Navy blue fleecy vest with logo

Spray jacket Navy blue/gold

Navy blue pants or tracksuit pants

Navy blue leggings

Navy blue rugby shorts (mid-thigh length)

Navy wide brimmed hat – with logo

Navy blue "beanie" in winter –school logo

Navy blue or yellow scarf

Lucknow school bag small or large (optional)

Navy and white checked dress

Navy tights/leggings

Navy blue skorts

Navy blue netball skirts

Sportswear

House coloured shirts (worn during internal school activities)

Footwear

Footwear is part of the uniform. It should be practical and functional for school use and the activities timetabled on that day.

Thongs, scuffs and open toed sandals are not permitted.

Jewellery/ Headwear/Makeup

For Safety the following are only permitted:

Studs or small sleepers, signature or flat ring, watch, I.D tags, medical tags

NO facial piercing is permitted.

Navy blue or gold head accessories only

No form of makeup or nail polish is to be worn to school

Hats

Students **MUST** wear suitable hats when outside at all times, from the start of **September to the end of April**.

A suitable hat is one that offers protection to the face, ears and neck. Our school uniform includes a broad brim hat.

This hat, or a plain navy hat of similar protection, are the only allowable hats to be worn. **A baseball cap is not suitable.**

During the other terms hats may be worn but they must conform to our uniform. During the cold days students may wear "beanies" that are of our school colours and do not have a logo.

SunSmart

We pride ourselves on being a SunSmart school. With this in mind we have a policy for wearing hats. (See above)

Students are encouraged to come to school wearing sunscreen and may carry lotion in their bags.

Sunscreen protection is available at school for excursion use only.

Special purpose clothing and equipment

Children participating in Sport and Physical Education are required to wear suitable clothing, e.g. T-shirt, Shorts, Sports Skirt for girls and sneakers.

Protective clothing should be worn for art activities, e.g. smock, adult T-shirt, etc.

A library bag is required for library borrowing.

Lost property

A large amount of un-named clothing and property is unclaimed. Your co-operation in labelling all possessions is sought.

Our policy is to deal with lost property in the following manner:

- All clothing marked with children's names is promptly returned to the owner.
- Unmarked clothing is placed in the sick bay for a period of one week where it may be claimed by the owner/parent.
- After a period all unclaimed clothing is either bundled up and delivered to a clothing box in town (non uniform items) or washed & sold in our second hand uniform shop.

11. Welfare and Management

Code of behaviour

A Student Code of Conduct is detailed in our School Policies that is available to all families upon request at the office. The student code of conduct is based on our school values of respect, care, inclusiveness, commitment and honesty.

Attendance/Absences

Notifying the school that your child is absent can be communicated via:

- uEducateUs App
- Email
- Phone call

Late Passes

If your child is late to school for any reason, they must obtain a late pass from the office and be marked in as late with a reason e.g. dentist, then hand their late pass to the class teacher.

The school encourages punctuality and acknowledges that regular attendance at school is important. It helps schoolwork, social adjustment and the development of independence. In the case of all absences it is necessary for the school to receive a written explanation via the School App, email or phone call.

In some cases it may be necessary for the school to contact parents concerning absences.

You will receive a text message after 9:30am if we have not been notified of your child's absence.

Absence during school hours

Children who depart early are required to be signed out in the office.

Apart from illness there is only one acceptable reason for children to be absent from school during school hours. This is as follows:

Dental/Medical Treatment in School Hours:

Children in Primary Schools are allowed to attend the dentist/doctor in school hours and shall not be marked absent. If appointments are made during school hours it shall be with the consent of the parents and confirmed with an appointment card. The presentation of the appointment card shall be necessary before children may receive attendance marks.

Supervision of children – Yard duty

From 8:35am a teacher is on duty in the yard to supervise the children's play and arrival.

At recess and lunchtime there are always three teachers on duty in the yard to supervise the children's play. Integration aides are also out in the yard supervising students with special needs.

Parents are requested NOT to drop off students or allow those travelling independently (walking, riding etc.) to arrive prior to 8.30am, as the school cannot accept responsibility for children arriving prior to this time.

At the completion of the school day bus travellers are supervised until departure. Once the final bus departs at approximately 3:50pm, the school cannot accept

responsibility for children remaining in the school grounds and therefore, they may be asked to leave.

We seek your co-operation in these matters particularly in the interest of children's safety.

Unsupervised rooms

Children are asked not to enter buildings within the school without a teacher present to supervise. All teachers have been asked to ensure that rooms are locked when the room is not being used.

Breakfast Club

We offer a variety of breakfast foods on Wednesday and Thursday mornings from 8:15am to 8:45am. The program is open to all students at no cost.

Lunch

Children who have lunch at school eat together in the classroom under supervision of their teacher.

Children commence lunch at 1:30pm.

Children who have not finished eating their lunch by 1:40pm can continue their lunch in the lunch area near the courtyard.

Children are not permitted to eat anywhere else in the school.

Parents may order lunches from Jax Bakery via a lunch order placed through the school. This is the responsibility of the student/parent, not the school. The store will deliver lunches to school.

A child's diet is very important. We cannot overemphasise the importance of a good breakfast. We have many children who have developed some poor eating habits - these may remain with them throughout their lives if not replaced with good eating habits.

Please ensure you provide your child with a nutritious diet that will provide them with their needs for energy and growth.

Extreme weather timetable

An extreme weather timetable will come into effect at the discretion of the Principal Team. The following may apply for extreme heat or wind as well as rain.

The following will operate during these times:

- Classes will be supervised by teachers.
- Classes may be combined to facilitate supervision.
- Children will not be allowed outside except to go to the toilet.
- There is no provision for early dismissal on days of extreme heat.

Toilets

We have 3 toilet blocks at school and these are allocated to set grade levels. Students are encouraged to use the toilets appropriately and not use them as a play space.

Healthy Eating

Health and Nutrition are important aspects for students' development. To support this, we have a Healthy Eating Policy and Program at Lucknow Primary School. The schools lunch order menu has been carefully checked through the Victorian Government Food Checker to ensure it complies with the nutritional

guidelines. Students are encouraged to bring healthy, nutritious food in their lunch boxes and supported to eat these through having two scheduled brain breaks throughout the day.

Use of school equipment

Children who have pride in their school will care for equipment and use it in the manner for which it was intended.

A borrowing system exists for sports equipment. Children are asked to adhere to the borrowing system during recess periods. Any equipment maliciously damaged is expected to be replaced.

Access to children

It is the policy of the Department of Education & Early Childhood Development that information concerning the whereabouts of children cannot be given to unauthorised persons.

Regulations state that "The whereabouts of students must not be divulged to anyone except:

- A person who has parental responsibility
- The police in the course of their duty
- Department of Human Services personnel in the course of their duty
- Officers of the Family Court in the course of their duties.

Dealing with Strangers

Parents should educate their children on the dangers of accompanying strangers and of accepting anything from them.



12. Communication

Communication

Lucknow Primary School takes pride in the way we communicate with parents. Communication is seen as a two-way process between families and school. We see it as vital to regularly communicate with you the school happenings and keep you informed. Likewise parents are encouraged and given many opportunities to communicate their thoughts, concerns and ideas back to the school so that we can share in producing a school which provides the best education we can for the children.

Examples of such communication processes include: School visits, interviews, School App, newsletters, reports, feedback sheets, surveys, notes, telephone calls, special events etc.

If you would like to visit the school, meet with the teacher or the Principal, we ask that parents contact the school to arrange a mutually suitable time.

uEducateUs

uEducateUs is a Mobile App to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). uEducateUs can be used to view and advise on your child's attendance, permission slips, reports, newsletters and upcoming events.

The school will provide parents/carers with log on details for access to uEducateUs.

The Lucknow PS Website

The school website is another form of communication we encourage our parents and school community to explore. There are activities for the family and access to information relative to the school. Access to the website is at www.lucknow-ps.vic.edu.au

The Lucknow Bell

A fortnightly newsletter (The Lucknow Bell) is compiled each Wednesday. The newsletter is available for parents and community groups to convey information concerning community activities. Some newsletters include a feedback sheet asking parents for their thoughts on numerous issues. Information relating to the distribution of pupil reports is published in the Newsletter. This occurs on a half yearly basis.

The newsletter can be accessed through the website www.lucknow-ps.vic.edu.au, uEducateus and on our official facebook page or request a hardcopy for your child to bring home.

Assembly

Assemblies are held fortnightly on Friday afternoon for the last thirty minutes of the school day and are run by the student leadership team.

Student recognition for their achievements is an important feature of these assemblies with representatives from each class receiving weekly awards for their work and positive role modelling of the school values.

Other student awards are also regularly given out at assembly with student leaders and staff making announcements about activities and programs held within the school.

The National Anthem is sung and student's birthdays are celebrated with the singing of Happy Birthday by the whole school.

Parent and community members are encouraged and welcome to these assemblies.

13. Administration

School Policies

The Staff, Parents and School Council are involved in developing a range of policies and position statements in relation to Administrative and Curriculum issues and programs. These documents are compiled within the guidelines laid down by the Department of Education & Early Childhood Development.

Our Policies and Programs Booklet is available for inspection upon request and is also on the school website.

Curriculum Contribution

Each individual student receives a 'Starter Pack' on book collection day and then the rest of their supplies are distributed to classes for use as required throughout the year. Parents are invited to pay the curriculum contribution to cover the cost of the books and requisites for the use of their child.

Payment is invited upon pick up of their child/ren's books on Book Collection Day in January. A supply of books and requisites are kept at the school for resupply.

See Parent Payment Policy for more information.

Homework

Homework is defined as tasks set by the classroom teacher and are dependent on the child's ability, whilst also being relevant to the work being done at school.

Parents are invited to discuss any aspect of homework with the classroom teacher.

Excursions

From time to time the children will go on excursions so that they have direct experiences related to their classroom studies. These excursions are an integral part of your child's education and as such we would expect that you would allow your child to participate.

Department of Education & Early Childhood Development guidelines regarding safety and supervision will be strictly adhered to.

Parents of any student who faces difficulty in attending an excursion mainly due to financial reasons should contact the Principal to discuss the situation and possibly remedy the problem. Strict confidentiality shall be maintained on these matters.

Children are expected to wear their school uniforms on school excursions.

Excursion and Camp Policy

- Our policy on refunding camp or excursion deposits or funds is as following:
- If students don't want to go following the deposit being paid and the deposit due date has passed the amount of 20% of the total camp or excursion cost will be kept by the school and is non-refundable. If the due date has not passed the full refund of the deposit can be given back to the family.
- If students pull out 1 week prior to going, due to sickness or extenuating circumstances i.e. sickness (with a medical certificate provided to the school) or a school based recommendation, a refund (less deposit) will be given under authority from the Principal.

- If a student has been sent home from camp or an excursion due to any other reason there will be no refund.
- No payment will be refunded because of bad/inappropriate behaviour. Along with a behaviour contract a clause will be put in the contract indicating that no refund will be given if student misbehaves and parents have to collect them.
- Our policy on payments:
- If full payment is not made by the due date required, students will not attend camp unless discussed with Principal.

Swimming

We believe swimming to be an important part of our curriculum. Each child is expected to participate. We hold a block program at the indoor pool for Prep to Grade 4. Senior classes attend an open water swimming program. The cost of the program includes entry to the pool, instructors' fees and bus travel.



Handwriting

The Victorian Modern Cursive writing is taught at Lucknow Primary School.

It is important that children learn the correct way of writing and take pride in their work.

Library

The School Library is open regularly. Borrowers must possess a library bag for book protection before they shall be allowed to borrow. All students are requested to return borrowed books by the due date.

Parent co-operation is sought in this matter to ensure books are not lost or damaged. Please report any lost or damaged books to the Librarian as a matter of urgency.



Collection of money

Although we intend to keep costs within the requisites and charges (booklist) requirements, throughout the year money occasionally needs to be paid for extra activities. We ask parents to ensure correct money is sent in a sealed envelope with the student's name, class, amount and what the activity it is for – clearly labelled.

14. Travel

Bus Travellers

Children living in Wy Yung and West Bairnsdale have the opportunity to travel on a private bus service provided by Dysons Bus-lines. It is the responsibility of the parents to make the necessary payment for this service.

Children living in other areas are transported to school by buses provided by the Department. Depending on the distance from school, access may be given to persons either free or on a fare paying basis. Contact the office if unsure of your eligibility.

Responsible behaviour is expected of children who travel by bus. If children continually misbehave on a bus, they may be excluded from bus travel and parents will have to make alternative travel arrangements.

At the end of the school day bus travellers will report to the teacher on duty at the bus gate at the school. When the bus arrives children will be checked off the roll and are expected to board the bus in an orderly fashion. There is to be NO eating on the bus at any time.

Conveyance allowance

Allowance is given to families with school aged children who live further than 4.8kms from the closest school and who are not on a designated bus run. For more information please contact the school office.

Car parking

Parking is available in Howitt Avenue, Balmoral Crescent and Eastwood Shopping Centre for pick-up and drop-off of students. No double parking is allowed and parking infringement notices may be given out if this occurs. Please beware of pedestrians and cyclists.

There are designated "Kiss and Drop" zones in Howitt Avenue and Balmoral Crescent. These are designed to quickly drop off your child at school without needing to get out of the car.

To ensure student safety, public parking is not permitted in the staff car park or on the school grounds.

Please note there is no parking in bus zones.

Bicycles

Bicycle safety for children between five and nine

Your child still needs adult supervision and assistance in the traffic environment. It is important to:

- Talk together about signs and traffic lights. Identify and discuss places where it is safe to cross the road.
- Teach your child how to cross roads using the 'stop, look, listen and think' process – stop at the kerb, look and listen for traffic and then decide whether it is safe to cross. Take the trip to school together along the safest footpaths and use safe crossing places, such as pedestrian crossings and on straight sections of road.
- Supervise your child on the way to and from school.
- Always be a good role model for your child by obeying road rules and crossing roads safely.
- Children under 12 years of age should not cycle on the road, and they should be accompanied by a competent adult when riding on a footpath or bike

path. (You can ride with your child on footpaths while they are younger than 12 years old.)

- Make certain that your child wears an approved Australian Standards helmet when riding a bike.

Bicycle safety for children between 10 and 13

- Children between 10 and 13 can cope more safely in traffic on their own. This will depend, however, on how much practice the child has had in the 'real traffic' environment. It is important to:
- Check that your child always 'stops, looks, listens and thinks' when crossing the road. Ask them to explain to you what they are doing and why they are doing it.
- Talk with your child about road laws. Go for regular rides together.
- Plan a safe route to school with your child.
- Talk with your child about where they can safely ride.
- Children under 12 years of age should not cycle on the road and they should be accompanied by a competent adult when riding on a footpath or bike path.
- Make certain your child wears an approved Australian Standards bicycle helmet.
- Make sure your child wears bright colours that can be easily seen by other road users.
- Always be a good role model for your child by obeying road rules and crossing roads safely.

Bicycle helmets for children

Bicycle helmets are effective in protecting child cyclists against head, brain and facial injuries. Wearing a helmet can reduce the risk of head injury by 60 to 90 per cent. It is compulsory to wear a helmet when riding a bicycle in Victoria on any road or road-related area like a bike path, bike lane, shared footpath or separated footpath. Tricycles with a pedal and chain are considered bicycles under the road rules.

15. Medical

Sick children

Home is the place for a sick child. A sick child cannot work well and may be a danger to other children. The school has no facilities for caring for sick children.

Medication

No medication of any kind shall be administered by any staff member unless the parents have sent the medication to school with a written request together with full instructions detailing:

- a) Name of medication/purpose
- b) Dosage
- c) Specific times and dates of all administrations of medication.

Ventolin inhalers may be kept on the person, as long as the child has a complete asthma plan at the school and uses their inhaler appropriately. Any misuse of inhalers will see them removed from the person.

Emergency Information

The school keeps Emergency Information on each child in case of an accident or illness. It is the parents' responsibility to ensure that this information is up to date.

For any child suffering asthma, it is a requirement of the school that a formal "Asthma Management Plan" be completed and kept at the school. This form can be obtained on enrolment and will be updated each year. The school is an Asthma Friendly School.

Please make sure that we have a current phone number where you can be contacted. If you do not have a telephone, or if both parents work, please make sure that the school has the name and phone number of a contact person. Please notify the school of any change of address, telephone number, doctor or if there are any other important details we may need to include in our records, changes can be made via the School App.

It should be noted that if a parent or emergency contact cannot be contacted the school will take any action deemed necessary for the welfare of the student.

Ambulance cover is desirable as schools are not covered and children may be transported to hospital using this service in an emergency. **The school will adopt the policy of calling an ambulance if deemed necessary, regardless of costs.**

Head-lice

The school conducts whole school hair checks every term. DEECD requires that before inspection of students hair for head lice, we obtain a signed consent form allowing inspection of student hair by a trained Head Lice Controller.

This form is attached to the enrolment form.

Parents are asked to regularly check their children's hair and treat when necessary.

Infectious Diseases

Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (eg. Leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (Acute Infectious)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate following at least two negative throat swabs, the first not less than 24hrs after finishing a course of antibiotics and the other 48hrs later	Exclude family/household contact until cleared to return by the Secretary - DHS
Giardiasis (Diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Hepatitis A (Infectious Hepatitis)	Until receipt of a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Leprosy	Until approval to return is given by the Secretary	Not excluded
Measles	For at least 4 days after the onset of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the first case they may return to school.
Meningococcal infection	Until adequate carrier eradication therapy has been completed	Not excluded if receiving eradication therapy
Disease or condition	Exclusion from school	Exclusion of contacts
Mumps	For 9 days or until swelling	Not excluded

	goes down (whichever is sooner)	
Parvovirus (Erythema Infectiosum Fifth Disease)	Exclusion not necessary	Not excluded
Ringworm, Scabies, Pediculosis (Head Lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded
Pertussis (Whooping Cough)	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Poliomyelitis	Until at least fourteen days after onset of illness and receipt of medical certificate of recovery from infection	Not excluded
Rotavirus (Diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Shigella, Salmonella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Streptococcal infection (Inc. Scarlet Fever)	Until the child has received antibiotic treatment for at least 24hrs and the child feels well	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded
Typhoid and Paratyphoid Fevers	Until approval to return has been given by the Secretary DHS	Not excluded unless a medical health officer or a health officer of the department of Human Services determines exclusion is necessary.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded

Other Services to School

- School Nurse - General health matters, readily available when required. School nurse refers to local doctor.
- Psychologist – available by appointment
- Student Counsellor – available by appointment
- Speech Therapist – available by appointment
- Consultants - provide assistance in Maths, Language, and Effective Learning.
- Community Policing - provide assistance when necessary.
- Community Services - provide assistance when necessary.

16. Emergency Management

The school has a comprehensive Emergency Management Plan which is linked to relevant state agencies. In the event of an emergency situation that affects school operations (such as floods or bushfire) parents should access uEducateUs which provides regular updates. Parents who have an active mobile phone number will be informed of an emergency or major event situation through a SMS. Alternatively, parents can get current information from local radio and emergency services websites.