

LYNWOOD PARK PUBLIC SCHOOL

School Prospectus and Parent Information 2018

www.lynwoodpk-p.schools.nsw.edu.au

Great expectations – Great attitudes – Great achievements – Great school



Welcome to Lynwood Park Public School – a school where each child is encouraged to succeed, guided by professional and caring teachers, excellent learning programs and a highly supportive parent community. Choosing to send your child to Lynwood Park Public School ensures a great education for your child.

Our school provides a stimulating and challenging environment where students can thrive. Lynwood Park Public School is a great school. As the banner statement says, and the school community believes, Lynwood Park is a school that has **great expectations**. There are **great achievements** happening in all facets of school life on a daily basis. We have **great attitudes** towards our learning and towards others and this truly is a **great school** of which to be part.

School History

Lynwood Park Public School represents over 50 years of quality education. It is set in attractive grounds, with shaded and safe playing areas. The school is equipped with modern resources such as a well-resourced library, up to date multi-media technology resources and programs and recently refurbished facilities including a large hall.

Classes range from Kindergarten to Year 6 with students taking an active role in our school parliament, peer support, peer tutoring and our values education program.

School Details

Lynwood Park Public School
87 Turner Street
Blacktown. 2148

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Fax: 9831 6727

Email:

lynwoodpk-p.school@det.nsw.edu.au

Website:

www.lynwoodpk-p.schools.nsw.edu.au

Advance Always

The staff, students and community value all that public education has to offer. Lynwood Park Public School creates an environment which is tolerant and respectful of everyone's place within it. We embrace our motto of 'Advance Always'.

School pride is developed through the wearing of school uniform, the presentation of our environment, the care and concern we show to each other and our great achievements. An emphasis on clear expectations and explicitly teaching positive behaviour for learning supports harmonious social relations.

School Hours

9.00 am	School begins
11.00-11.30am	Recess
1.15 - 2.00pm	Lunch
3.00pm	School ends

Boundaries

Any family living within the boundaries of the school is guaranteed a place at the school. Enquiries may be made at the office to determine if an address falls within the school boundaries.

Enrolments

New enrolments go to the office where forms and other details are given. To enrol at the school, all pages of an enrolment form need to be completed, and returned to the school. Proof of address is also required.

A child may enrol in Kindergarten if he/she turns 5 years of age **before 31 July** of the first year at school. Before each child can be formally enrolled, the child's original birth certificate needs to be sighted and photocopied to verify child's date of birth and name. A hospital card or christening certificate is **not** adequate proof of birth. An immunization certificate is also required.

Students who are enrolling from another country are asked to have their passport and any other documents with them. Any court orders or custody papers pertaining to a child also need to be provided and relevant details discussed.

Enrolment Ceiling

The school has an enrolment ceiling of 358 students, based on permanent accommodation of 14 classrooms. The enrolment ceiling has been calculated with reference to the school staffing formula and includes a buffer to accommodate local students arriving throughout the year. If the numbers in the student population exceed 340 students, then the school cannot accept non-local students. Presently the school may accept non-local students if space is available in that grade.

Non-local Enrolments

A placement panel within the school considers all non-local enrolments. When the enrolment of the school exceeds 340 students, all applications for non-local enrolment will be considered by a placement panel within the school. Where non-local applicants exceed places consideration of these applications will be on the basis of:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- compassionate circumstances
- structure and organisation of the school.

Office / Administration

All visitors to the school are asked to make contact at the office first, sign in as a visitor and receive a visitor's badge. Visitors will then be directed to wherever they need to go. **Telephone messages** for staff or students will be passed on at recess or lunch times. Urgent messages will be passed on immediately.

Supervision

No student is to be at school before 8.30am when teachers are available to supervise students. All students are dismissed at 3.00pm. No parent or carer is permitted to take another child without written permission from the parent to the teacher. The class teacher must be notified of any change in the collecting routine.



Attendance

All children are required by law to attend school between the ages of 6 and 17 years. Many children begin school before the age of 6 but once the child is enrolled, it is expected that he/she will attend every day.

Attendance is recorded each day. As a parent or caregiver you are responsible for ensuring your child attends school every day, including sports days unless your child:

- has an unavoidable medical or dental appointment
- is required to attend a recognised religious holiday
- is required to attend an exceptional or urgent family circumstance eg funeral
- is sick, or has an infectious illness.

Every time a child is away from school a note must be provided for the teacher. If there are absences and no notes, then the school will follow up and request a note to be sent in. Absences are also regularly checked by an officer from the Department of Education called the Home School Liaison Officer.

Partial Absences

When a child is **late** to school, he/she must report to the office to collect a '**Late Pass**', which is to be handed to the class teacher. When parents require their child to leave school before the end of the day, they are to obtain an '**Early Leaver**' pass from the office which is also handed to the class teacher. Office staff record the time of arrival or departure and the reason on the school's electronic attendance system.

Change of Details

From time to time your contact details may change. If you have a change of **address, home or work telephone number or emergency contact** please notify the school immediately. It is really important that we have current information if there is an accident or we need to contact you.

Travelling to/from School

Lynwood Park Public School students are expected to maintain our high standards of conduct when in public travelling to and from school. Students should travel safely, using common sense and observing the correct road rules.

Pedestrians are asked to walk across the pedestrian crossing in Frederick St or enter via the gate in Turner St and cross the car park on the marked crossing.

Bicycles may be ridden under the following conditions:

- Only students **10yrs or older** are permitted to ride bikes to school.
- Parents accept responsibility for students riding bikes.
- Proper bike helmets must be worn.
- Students must dismount at the gate and walk the bike in the school grounds.
- Bikes must be locked in racks until end of day.
- Bike racks are out of bounds during the day.
- The school accepts no responsibility for theft or damage to bikes.

Skateboards or scooters are not permitted at school under any circumstances.

Staff Car Park

Please refrain from using the car park as a drop off zone when bringing students to school or collecting them, whatever the time of day. The staff car park is **OUT OF BOUNDS** for students / pedestrians with the exception of our students who are being transported to and from OHSC. Vehicles with deliveries for the school may use the car park. Any person who uses the car park does so at their own risk.



Lynwood Park Public School

Money Matters

There are a number of expenses you can reasonably expect. Apart from the school uniform and school hat, parents may expect to purchase items for daily use such as pens, pencils, textas, ruler, glue stick etc. as determined by the class teacher. During the year, students may attend day excursions, with students in Years 5/6 attending overnight excursions. There also may be costs for cultural performances, sport events and various fundraising activities.

Payments

Payments for excursions, performances, sporting activities etc. are made to the class teacher or online through the 'Make A Payment' section on the school website. Parents are asked to place the money and accompanying permission note in a sealed envelope. The child's name, class, name of activity and amount enclosed should be clearly written on the front of the envelope. All money should go to class teachers unless otherwise specified. Receipts are issued from the office.

Student Assistance

A family may have financial difficulty for a variety of reasons and is unable to meet the needs of students to participate in school activities such as excursions or performances. The school has funds to assist students and will help families to pay for expenses which may not be able to be met. All enquiries for student assistance are treated with confidentiality. Student Assistance allows all children the opportunity to enjoy the wide array of experiences offered.

Lost Property

The 'Lost Property' baskets are located in the sick bay near the office. Parents are asked to label **all items of clothing** worn by their children. In the event an item is lost, it will be taken to the lost property. If it is labeled, it can be easily returned to the owner. At the end of each term, unclaimed clothing is sent to the clothing pool or

Canteen

A school canteen, run by a private contractor, operates five days a week. The menu is advertised in the school newsletter at the beginning of each year. Updates are provided on changes to items via the newsletter / website. Children are required to place orders for lunches, written on a paper bag with name and class, to the class lunch box in the classroom. Money is to be placed in the bag. Ordered lunches are sent to the classroom at lunchtime.

Communication

Information about the school and school events can be obtained from:

- our **school newsletter** - sent home fortnightly on a Thursday afternoon with the youngest child in the family;
- the school notice boards and sign;
- our **school website** - www.lynwoodpk-p.schools.nsw.edu.au
- **Lynwood Park PS App** for smart phones. Go to the Apple or Google Play store. Search for Lynwood Park Public School and download the app. Login with username: *community* and password: *lynwoodpk*

Mobile Phones

Students should refrain from bringing mobile phones to school as their safety cannot be guaranteed and any calls made cannot be monitored. If you require your child to have a mobile phone at school, a letter must be sent to the teacher explaining the need for the mobile phone. The phone is to be handed in to the teacher upon arrival at school so that it can be locked away securely. At the end of the day it may be collected from the teacher by the student.

Dogs in School Grounds

The NSW Companion Animals Act states that dogs are prohibited in **SCHOOL GROUNDS** (whether or not they are leashed or otherwise controlled). Dogs may not be brought into the school grounds but may remain on a leash with their owner on the footpath outside the school gates.

Key Learning Areas

Key Learning areas are the subjects which your child participates in throughout each school year. They are often referred to by teachers as KLAs. The learning program for students from Kindergarten through to Year 6 is divided into seven (6) key learning areas. These are:

English – students learn to read, write, speak, view and represent language. They learn about the English language and literature through working with a wide range of spoken, visual, multimedia and digital texts.

Mathematics – develops students' mathematical understanding, fluency, communication, reasoning and problem-solving through their study of number and algebra, measurement and geometry, and statistics and probability.

Human Society and its Environment – Students explore the past and present to develop an understanding of their personal and community identity. They investigate the interactions between people, places and environments that shape their nation and world. This includes History and Geography.

Science & Technology – develops students' skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation and inquiry, design and applying technologies.

Creative Arts - students gain experience in visual arts, music, drama and dance. They have opportunities to explore their creativity in each of these areas.

Personal Development, Health and Physical Education - Develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise and develop positive attitudes towards a healthy lifestyle.



Strong foundation in literacy

Lynwood Park Public School has a strong commitment to literacy. Our experienced teaching staff is kept abreast of current teaching practices through regular attendance at professional learning activities.

Our school caters for the literacy needs of all students, whether they are gifted and talented, progressing as expected or requiring additional support.

Literacy skills of our students are developed across all key learning areas. In all stages of learning instruction, students are provided with modelled, guided and independent reading activities according to individual need

In addition, Lynwood Park Public School provides the Reading Recovery program for Year 1 students and runs peer tutor reading and accelerated literacy programs. Talented students can also access the enrichment activities and the Blacktown Learning Community's SHARING program.

Students are able to extend their skills through participation in activities such as debating, public speaking and the Premier's Reading Challenge or Premier's Spelling Bee.



Quality programs in numeracy

Numeracy at Lynwood Park Public School is implemented through a carefully sequenced program based on the NESA (NSW Education Standards Authority) curriculum. Technology plays an integral role in the development of numeracy skills. Each child's progress is carefully monitored through regular assessments.

In both literacy and numeracy, quality support programs and specialist teaching staff are available to assist children requiring additional support.

Technology that prepares every student for the future

Today's world requires students to use and be familiar with increasingly sophisticated technology to access, maintain and manipulate both data and information. The curriculum highlights the need to provide students with experiences which assist them to understand the nature of information and communication technology and to be competent multimedia users.

Lynwood Park Public School fosters sequential technology programs using a range of equipment. Teaching and learning for students can be enhanced through use of interactive whiteboards, the connected classroom or computer lab. Our teachers encourage children to develop and explore the world of information technology. Here students have access to desktop computers, printers, laptops, digital cameras, iPads and tablets.



Active and healthy students

The Personal Development, Health and Physical Education (PDHPE) curriculum provides structured opportunities for all students to enjoy regular physical exercise.

Students will learn to acquire coordination skills through natural movements and develop physical fitness through endurance, flexibility and strengthening activities. Children regularly participate in circuits, endurance runs, use of fixed equipment and games. The school is fortunate to have excellent outdoor facilities. These include a multi-purpose court, play equipment, covered play areas and large open outdoor spaces surrounded by shaded trees.

Students have a choice of competitive and non-competitive sports depending on their age. The emphasis is on participation and enjoyment. Students are placed in one of four sports houses: **Lawson** – green; **Blaxland** – yellow; **Wentworth** – red; **Macarthur** – blue. Older students participate in swimming, athletics and cross country carnivals during the year.

Lynwood Park Public School participates in local and regional inter-school sports competitions and offers a learn-to-swim program for Yrs 2-6 students. All students participate in school sport and dance programs throughout the year.

For the more proficient pupils of Yrs 3-6, the school provides the opportunity to participate in the zone PSSA sports competition. The sports may include softball, cricket, netball and soccer. Students of high ability also have the opportunity to be selected for zone, area or state representative teams.



Lynwood Park Public School

Switched on to learning

Our school has a regular Crunch and Sip break each morning for our students to refuel on fresh fruit or vegetables and to rehydrate on water. The break benefits the physical and mental performance and concentration of students in the classroom, to enhance learning.



Proud performers in the arts

Children at Lynwood Park Public School are encouraged to develop skills in self expression and creativity through our Creative Arts programs.

Each year students in the choir, recorder and dance groups participate in the Blacktown Festival of Performing Arts and at Westpoint shopping centre. In addition, the choir, recorder and dance groups may perform at assemblies, presentations and special events. Our school's recorder group also performs at the Festival of Instrumental Music held at the Sydney Opera House.

The hub of learning

Our large attractive library is central to all learning at Lynwood Park Public School. It houses an excellent range of study and recreational resources to support students and staff in all areas of teaching and learning. The library also holds networked computers with Internet access for research and information.

Every class in the school has a weekly library lesson, and the library is open during the lunch break. In using the library children learn information skills and develop a love of books. Our library also offers the facility to purchase books through a book club and book fairs.

Professional and caring teachers

The emotional, social and intellectual wellbeing of all students is extremely important to our teachers. We believe in providing programs that cater for the 'whole child'. Developing each child's emotional intelligence and resilience is paramount at Lynwood Park.

Lynwood Park Public School takes pride in delivering an excellent education in a warm and nurturing environment. The teachers are highly trained, caring individuals who are committed to helping all students reach their full potential. Innovative staff and students are continuously evaluating and changing approaches to learning to ensure that the programs are cutting edge.

Across all the teaching programs there is a strong commitment to multicultural, indigenous and environmental perspectives. The commitment to the individual needs of students from diverse backgrounds is demonstrated by students, parents, teachers and the community working together to foster the understanding of different cultural customs and values.

Scripture

Protestant and Roman Catholic religious instruction is provided for 30 minutes each week on Tuesdays. Parents are asked to nominate which scripture denomination that they would like their child to attend. Parents may also elect for their children to attend non-scripture. Special combined services may also be conducted.



Homework

Homework is provided as a revision tool. Your child's teacher will inform you of his/her homework expectations. Whilst not compulsory, homework is strongly encouraged as it provides our students with appropriate self management skills and study habits and it also creates a strong home/school partnership.

Parents can assist by ensuring time is set aside for homework and encouraging their children to read and take an interest in current events. Home readers are provided in Kindergarten (Early Stage 1), and Year 1 and Year 2 (Stage 1).

Reporting

Our school regularly reports on student progress and achievement. A combination of written reports and interviews are used.

Term 1 A 'Meet-the-Teacher' afternoon / evening meeting is planned to discuss and talk about class programs and teacher expectations and at end of T1 parent-teacher interviews held.

Term 2 Written reports are sent home at the end of term two.

Term 4 Written reports are sent home at the end of term four.

Parents / caregivers are welcome to arrange an interview at any stage during the year to discuss a student's progress.

Assessment

Students are assessed using both informal and formal tests. The standardized assessments include:

Best Start Kindergarten assessments

These are carried out in literacy and numeracy when your child first attends school in Kindergarten. It helps our teachers to identify the learning needs of your child.

Reading Benchmarks

All students are assessed on accuracy and comprehensions according to prescribed levels. When a student is at an independent reading level the benchmark tests are not used.

NAPLAN (National Assessment Program: Literacy & Numeracy) - assesses students' skills in numeracy, reading, writing, spelling, punctuation and grammar. All students in Years 3 and 5 sit for the tests in May.

NAPLAN results help teachers meet the individual literacy and numeracy needs of students. You will receive a detailed written report of your child's achievement in the tests.

Supporting additional student needs

Our school's learning support team meets regularly to identify and provide support and resources for students from K-6. Additional support for students can take the form of:

- learning and support teacher
- English as a Second language support
- Reading recovery (for Yr 1 only)
- Funding support for students with a disability in mainstream classes
- Referral to school counsellor
- Access to gifted and talented programs
- Referral to itinerant teachers eg vision; hearing
- Liaising with outside agencies eg medical practitioners; paediatricians; FaCS; welfare agencies; speech therapists; occupational therapists

The school counsellor

Lynwood Park Public School has access to the services of a school counsellor for one day each week. The school counsellor is a teacher who has been specially trained in psychology and is able to contribute information, understanding and advice on the learning and behaviour of students, especially those with special needs. The counsellor may assist teachers and parents in dealing with these needs. If you wish to speak to the counsellor about your child, you may do so by arranging an appointment through the office.



Student Welfare

Effective welfare, social skills and discipline programs

The main focus of Student Welfare at Lynwood Park is to create a positive, safe and caring environment in which students are able to learn effectively. Our school uses Positive Behaviour for Learning (PBL) to support our practices. Students are explicitly taught the school's expectations and what they will look like and sound like in the various areas of the school. Values education encompasses all we do. This teaching of values increases the students' awareness of the basic values necessary for society to function effectively.

To promote the self esteem of all students, it is the school's responsibility to discover positive gains in the students. Therefore, throughout the year each child will be provided with the opportunity to be positively recognised and to celebrate his/her success and individual qualities.

Our Expectations



Be safe



Be respectful



Be a learner

There is strong support from parents and staff at Lynwood Park Public School for wearing of the school uniform. We believe it helps promote school pride and encourages students to feel part of a cohesive and supportive community.

The school community strongly supports our welfare system based on respect for the individual and others.

Students helping students

At Lynwood Park Public School we promote strong relationships across the school.

Peer support is a skills based program, which provides students from K-6 with the opportunity to build self esteem. Senior students train as leaders who work with multi age groups of 8-10 younger students each week for one term. They work through a number of fun activities in order to promote student well-being and enhance a positive school culture.

Older students are trained as tutors to assist in a peer tutoring program. The trained students assist younger students to improve their reading skills. The benefits for both tutor and student are wonderful to observe.

Integrated community facilities

Before and after school care is offered to you at Lynwood Park PS. Since 2015, the service has been provided by Camp Australia. The relationship between the school and Out of School Hours Care (OHSC) ensures an integrated approach to supporting the needs of children and their families. Parents and carers are encouraged to liaise regularly with the OSHC staff regarding any matters relating to before and after school care. Application forms for Out of Schools Hour Care are available from the school office or via the Camp Australia website which is linked to our school website..

Student Parliament

The Student Parliament is a body within the school that represents students and promotes their views and participation in school decision-making. It aims to promote leadership and communication skills allowing students to experience democratic processes and effective problem-solving skills. Additionally, the school parliament creates a shared ownership of school functions and events and helps to raise funds to assist charities such as Stewart House.

The Lynwood Park School Parliament is based very closely on Australia's Federal Government with all members addressing other members of Parliament through the Speakers' of the House (School Captains). The School Parliament meets regularly and the parliamentary ministers give their reports on programs and initiatives, discuss issues and formulate policies. Once policies are decided on, they are sent to the Upper House (the teachers) for ratification.

The School Parliament is another example of how Lynwood Park Public School provides unique learning experiences for your children.



Positive Behaviour for Learning (PBL)

Lynwood Pride

Student achievement and positive behaviour is recognised and reinforced through a variety of ways at Lynwood Park PS. We have a school mascot for our expectations. Our Lynwood lion gives us pride in all we do!

RECOGNISING POSITIVE BEHAVIOUR

Pride Paw Tokens

'Pride Paw' tokens are awarded for students who follow our expectations as recognition of achievement or positive behaviour. Tokens can be awarded by any member of staff and can be given both in classrooms or in the playground.



Each token is recorded on a Lynwood Pride Paw Card with a paw stamp. When a child has filled the card with 30 paws, it is redeemed for a Lynwood Pride Paw award. This is separate to the overall awards system. Once redeemed for a Pride Paw award, a new Lynwood Pride Paw card is commenced.

Awards System

Lynwood Park School has a merit award system where awards are issued by class teachers at weekly assemblies for a variety of reasons.

In addition, awards are also issued at the K-6 monthly assemblies as follows.

- Principal awards
- Citizenship awards
- Sportsmanship / Fair Play awards
- Value of the Month awards

Students are able to receive positive recognition by earning the required number of awards as shown below. Their names are then published in the school newsletter.

Silver Level	= 3 merit awards
Gold Level	= 6 merit awards
Platinum Level	= 9 merit awards

As students achieve Bronze and Silver levels, they will receive a certificate. When students reach Gold level they will receive a special merit certificate and gold badge. Students who reach Platinum Level will receive a certificate and a medallion.

PBL Reward Day

Each school term, those students who follow our school expectations will participate in a PBL reward day. The reward day is a 30 minute activity chosen by the students eg disco; extra play; movie. Those students who have failed to follow school expectations and have been suspended or exhibited major behaviour referrals will not participate in the reward activity. The reward is given as follows: K-2 students – 0-4 major behaviour referrals; S2 students - 0-3 major behaviour referrals; and S3 students – 0-2 major behaviour referrals. It is a fresh start each term for students to gain the reward.

CONSEQUENCES FOR NEGATIVE BEHAVIOUR

All students are expected to follow the school expectations whether they are in the classroom, in the playground, on an excursion or representing the school in the community. Failure to follow the school's expectations naturally leads to consequences.

Behaviour Consequences

When students do not follow the school expectations the following consequences will be applied dependent on the circumstances.

Each classroom has a copy of the following step system displayed on the wall. Students who fail to follow the school expectations move along the steps as a consequence of negative behaviour. The child is counselled along the way so that behaviour can be changed to the positive from the negative. Steps 1-3 are viewed as minor and parents would not be informed of this action.



At step 4 and beyond, negative behaviours are recorded on an incident slip to monitor patterns of behaviour. A behaviour notification letter is issued to inform parents and students of consequences and / or suspension. Repeated negative behaviours or serious misbehaviour could lead to suspension.

The following consequences may be applied:

- **Conference with child** –eg What are you doing? What's the expectation? Can you figure out a better way?
- **Restitution** or making things right. This is a natural consequence as a result of the incident e.g. tidy up the mess; make an apology; replace destroyed item
- **'Time out'** in own class, in buddy class or with an AP / Principal – allows the student to calm down so that they are ready to discuss what has happened. 'Time out' is of short duration – 10 minutes maximum.
- **Community service** e.g. picking up papers, tidying classroom
- **Reflection room** – time off the playground to discuss the negative behaviour and plan future positive behaviours
- **Withdrawal** from class or playground.
- **Loss of privileges** e.g. additional school activities.
- **Suspension** in accordance with DoE Policy.

Uniform

Lynwood Park Public School has a uniform policy which was formulated in consultation with the P&C Association. As a result of this consultation, there is strong across-the-board support for the wearing of a school uniform.

We believe it encourages the students to feel a vital part of this cohesive and supportive community.

The uniform design allows students to be as comfortable as possible to enable them to participate fully in the school's many daily activities.

Boys

- Royal blue gabardine cargo shorts, multi polo shirt (+ emblem), white socks, black shoes/ black sneakers.
- Royal blue microfibre track suit (+ emblem), multi polo shirt (+emblem), white socks, black shoes/ black sneakers.
- Royal blue gabardine long pants, multi polo shirt (+ emblem), white socks, black shoes/ black sneakers.
- Royal blue round necked fleece jumper (with emblem) may be worn with any of the above.

Girls

- Royal blue checked dress A/line front, Peter Pan collar, fitted short sleeves, white socks, black shoes/ black sneakers.
- Royal blue skorts, multi polo shirt, white socks, black shoes/ black sneakers.
- Royal blue gabardine shorts, multi polo shirt (+ emblem), white socks, black shoes/ black sneakers.
- Royal blue microfibre track suit (+ emblem), multi polo shirt (+emblem), white socks, black shoes/ black sneakers.
- Royal blue gabardine long pants, multi polo shirt (+ emblem), white socks, black shoes/ black sneakers.
- Royal blue round necked fleece jumper (with emblem) may be worn with any of the above.

Sports Uniform

Maroon shorts, maroon/blue polo shirt (+emblem), white socks, black shoes/ sneakers

NB: Sports uniform is optional for K-2

Hats

Royal blue broad brimmed hat or royal blue Legionnaires hat

Accessories

A variety of accessories support our school uniform:

- School backpacks (2 sizes)
- Excursion bags
- Homework / library bag
- Sunglasses (blue) – (ONLY glasses sold through P&C)
- Ponchos
- Royal blue ribbons, hairclips or scrunchies to be worn by girls
- Navy tights may be worn by girls in cooler weather

Uniform Shop

The uniform shop (for new uniforms) operates from the P&C demountable on Mondays from 2.30-3.30pm and on Wednesdays from 8.30 – 9.30am. Price lists are available from the school office, the school website or online. www.exceluniforms.com.au Logon: lpps Password: exceluniforms

School Hats

As part of our Sun Smart policy, all students are required to wear a hat. Hats must have a brim and/or flap to protect the face, ears and neck. Hats must be worn at all times when students are outdoors. Children without hats have to remain in the shade. School hats are available for sale from the school office.

P&C Clothing Pool

Second hand uniforms are available for purchase from the P&C clothing pool. Please consider giving any clean clothes, which are still in reasonable condition, to the pool or selling them through the pool and donating a small percentage to the school. The P&C clothing pool operates from the P&C demountable on Fridays from 8.30 – 9.00am. Other uniform and school items are also available through the P&C store.



Summer uniform



Winter uniform



Sports uniform



Accidents / Emergencies

Any student who has an accident at school is monitored and assessed immediately by staff trained in emergency and first aid procedures. In serious accidents an ambulance will be called for and parents contacted. In the case of minor accidents, the injury is treated and parents are notified of the injury.

Sick Students

Parents are asked not to send sick children to school, as the child is not able to learn effectively if unwell and there is an increased risk of spreading illness to other children. Parents will be contacted immediately if a child is unwell at school. Occasionally a student will become unwell during the course of a school day. In this instance the child will be monitored in sick bay until a parent or emergency contact is able to take the child home.

Medication

It is generally felt that if children require medication, other than for non-infectious chronic conditions, they are not well enough to be at school. Department of Education policy states that medications together with written instructions are to be kept in a secure area of the office where appropriate supervision is available to administer the medication.

The school is not permitted to give aspirin or dispirin unless specifically prescribed by a doctor. Parents must bring any medication to the office where indemnity and instruction forms are completed and signed. Responsibility for remembering to come to the office for medication rests with the child concerned.

NO CHILD is to keep medication in school bags, with the exception of asthma puffers or epipens.

HEALTH CARE PLANS

Students with a diagnosed condition such as diabetes, epilepsy, asthma, anaphylaxis require an emergency health care plan. It must be updated annually.

Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or insect bite). Although death is rare if the condition is managed properly, an anaphylactic reaction always requires an emergency response. Prompt treatment with injected adrenaline (via epipen) is required to halt progression and can be life saving. Fortunately anaphylactic reactions are usually preventable by implementing strategies for avoiding allergens.

Currently we have students in the school who have allergic reactions to peanut butter and peanut products. These students require the administration of an epipen if exposed to peanut butter, peanuts or peanut products. We ask all parents to assist us in keeping our school safe by NOT sending peanut butter on lunches, and also not sending any nuts or peanut products to school. Our canteen supports our policy of keeping the canteen free from nut products. All staff are trained in the emergency procedures required to deal with an anaphylactic reaction and in the administration of an epipen. We seek your co-operation in this matter.

Immunisation

Immunisation is a simple and effective method of preventing your child from catching the dangerous diseases of diphtheria, tetanus, whooping cough, poliomyelitis, measles and mumps.

Immunisation is available from your family doctor or through your local council health services, who will also provide you with the immunisation certificate. Your child is due for immunisation when he/she begins school. This means that parents with children starting in Kindergarten must present an immunisation certificate at the time of school enrolment.

The immunisation certificate:

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation
- helps identify children who have not been immunised. This means that if there is a disease outbreak, unimmunised children will have to remain home for their own protection.



Approaching the school

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

NB No parent should directly approach another person's child. The school will deal with issues between students as part of the school's Discipline and Welfare policy.



Who should I talk to about?

The academic progress of my child
Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.
The welfare of my child
<ul style="list-style-type: none"> • For minor issues directly contact your child's teacher to clarify information. • For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. • To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.
Actions of other students
<ul style="list-style-type: none"> • Contact the class teacher for a classroom problem. • Contact the stage supervisor or principal for playground problems.
School policy or practice
Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.
Actions of a staff member
<ul style="list-style-type: none"> • Contact the teacher directly first. • If required, arrange to meet with the stage supervisor or principal and staff member concerned.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

Your co-operation is sought in ensuring our expectations are met in maintaining a safe and happy school.

Code of Conduct for Visitors

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Parent Involvement

A dynamic school community

One of the things which makes Lynwood Park Public School such a great school is the high level of involvement and support from our parents and volunteers.

Lynwood Park Public School values and encourages the involvement of parents and community members in all aspects of school life.

Parents & Citizen's Association

The Parents and Citizen's Association (P&C) is the parent and community body within the school. The P&C promotes the interests of the school, assists in providing facilities and equipment for the school and promotes the recreation and welfare of students at the school. Membership is open to all parents of students attending the school and to citizens in the school's local community. It is not necessary to be a member to attend a P & C meeting, however, voting rights are only extended to financial members of the Association. Currently, P&C meetings are held on the **third Monday of each month** in the school staffroom at 6pm.

How parents/volunteers can help

There are many ways you can become involved at school including:

- helping in the classroom – teachers often need assistance in small group activities
- assisting with sport – either on a weekly basis or at the various carnivals
- supporting fundraisers
- assisting in the running or organization of P&C events
- supporting working bees – such as garden or ground maintenance
- attending special days, functions and assemblies

Fundraising

Lynwood Park Public School fundraising initiatives are coordinated with the P&C. The P&C organizes various activities to raise additional funds for school programs and equipment. Recent activities organized by the P&C include mother's and father's day stalls, discos, mufti days and other great events.

Working with children check

The community expects that the Department of Education will exercise the highest levels of responsibility in protecting children and young people from harm.

All volunteers who work within the school are required to complete a 'Working With Children Check' form + 100 point ID check. This is a requirement for any person who has direct contact with students, particularly where that contact may not be supervised by another person. At this school it would include scripture teachers, canteen workers and any parent or community member who assists a teacher in class or school activities, sport or transporting students.

Parents and teachers need to support each other.

With your help, school will be a really happy place for your child.



P&C Pirate Mufti day



Easter Hat parade



P&C Beauty & the Geek Disco



P&C Mother's day stall



Harmony Day



Book Fair