



A - Z of Useful Information for Parents



Laburnum Primary School

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Website: <http://www.laburnumps.vic.edu.au>

Ambulance Cover

It is strongly recommended that families take out Ambulance Cover. If a child requires urgent medical care, an ambulance will be called, irrespective of whether they are insured or not. The Department of Education and Training advises the following:

- parents/guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs; and
- parents/guardians can purchase insurance policies from commercial insurers.

Anaphylaxis

The school has a significant number of students with anaphylaxis, a severe and potentially life-threatening allergic reaction. Parents are required by law to inform schools of their children's allergies and all schools are required to implement strategies to prevent these students' exposure to allergens. Allergens can include eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat and other grasses, soy, certain insect stings, animal hair and medications. Shared food and food brought from home can unwittingly pose a risk. It is critical that the school community understands that contact with or ingesting these allergens could be life-threatening for some of our students.

For these reasons, we request that you check with your child's class teacher beforehand should you wish to bring in birthday treats. The school has a significant number of students with anaphylaxis, a severe and potentially life-threatening allergic reaction. Since 2008, parents are required by law to inform schools of their children's allergies. All schools are legally required to implement strategies to prevent these students' exposure to allergens.

We try to reduce the risks by asking for your support in a number of ways. Firstly we ask that you do not provide your child with peanut butter or Nutella sandwiches or snacks with nut products in them. Parents of students with anaphylaxis are asked to provide their students with their own special treats to have when celebrating a special occasion. All students are asked not to share food and to only eat food that their family has prepared for them.

Our school is 'allergy aware' and by reducing the risks and developing the strategies suggested by Allergy and Anaphylaxis Australia as outlined in our school Anaphylaxis Policy, we aim to educate all students about caring for themselves and others.

Anti-Bullying

Our school policy promotes positive interaction between students in and out of the classroom. Bullying is not tolerated. Teachers supervise students in the playground during lunch and recess and proactive learning in the classroom encourages students to be aware of how they are treating others. Remember that the occasional conflict or harsh word is not defined as "bullying" but rather, ongoing inappropriate behaviour that needs to be addressed. See our *Student Engagement and Wellbeing Policy* (on our website) for further details.

Art Smocks and Library Bags

All children require an Art Smock for painting and other art based activities. They will also need a library bag for library sessions

Assembly

Assembly is held in the school hall, usually at 2:40 pm on Fridays. It is a good opportunity to get to hear about school events and celebrate the achievements of the children. Parents are most welcome to attend Assembly, although we do ask that visitors stand at the rear of the hall to minimise congestion.

It opens with "Advance Australia Fair" [see below], an acknowledgment of country and the school oath, and is followed by important news items, presentations by individuals, classes or the choir, celebrations of achievement by students receiving class awards and sharing of sporting results and house points. Our student leaders play an active role in its delivery. All parents are welcome to attend, however the hall fills quickly and you may need to stand.

Advance Australia Fair

Australians all let us rejoice,
For we are young and free,
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share,
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Attendance

School hours are from 9:00 am - 3:30 pm.

It is important that your child arrives at school on time. However we understand that on occasion being late is unavoidable. If your child arrives after 9:10 am, an adult needs to sign your child in at the school office and collect a slip to give to the class teacher. Parents are expected to accompany their children into school if they are arriving after 9:00 am.

Children are not permitted to leave the school before 3:30 pm, unless collected by a parent or adult authorised by the parent/guardian.

An early dismissal form must be completed at the office and given to the child's class teacher.

If a child is absent from school, parents are asked to send a signed note explaining the absence when their child returns to school. An absence pro forma is available from the school office. Please do not phone the office when your child is absent.

Before school

Children are not allowed into the corridors or classrooms before school without permission. Interviews with teachers at this time should be by appointment.

Bell times

- 9:00 am School commences
- 10:40 - 11.10 am Recess
- 12:50 pm Lunch (eaten in the classroom)
- 1:50 pm Lunch recess
- 3:30 pm Dismissal

Dismissal for the last day of terms 1, 2 and 3 will be 2.30 pm. Dismissal for the last day of term 4 will be 1.30 pm.

Buddies

Each Prep student is paired with a student 'buddy' from our senior school who will become a 'friendly face' in the school grounds. Each term the children enjoy planned activities together. This program is a highlight for both the Prep child and their buddy and contributes to the friendly atmosphere in the playground.

Child Safe

All schools are legally required to have policies and practices in place to promote child safety. Laburnum P.S. is a child safe school and all staff, visitors and volunteers are expected to play an important role in ensuring a child safe environment. The school's child safety practices, including the child safety Code of Conduct, can be found on the school website under Our School/Planning and Policies, or by contacting our office.

All visitors, including parents who are here after 9:15 am or before 3:15 pm (except for assembly) are required to report to the office.

Volunteers are required to have a current Working with Children Check (see details on page 24).

Class Placement

Each year the teachers will place children in classes for the following year, taking into consideration the needs of the children and a balance in each class. During December each child will be asked to list some children that they would like to be with the following year. Teachers will then place each child with at least one of these children. An important part of this class allocation process is ensuring your child has some different students in their class each year.

Class Parent Scheme

Each class has a volunteer Parent Representative whose responsibilities range from organising social activities for the parents and children of a class, to organising parent help for reading rosters. This is usually at the request of the class teacher.

Clothing and Belongings

Please clearly mark **ALL** clothing and **any other** items brought to school. Please write your child's full name (e.g. John Smith or J. Smith) as our Lost Property area is full of unnamed items. It is also a good idea from time to time to check that the name has not been washed away. Lost Property is located in the office foyer.

Collecting Children

Prep children will be dismissed from the basketball area adjacent to Janet St. If making arrangements with others to collect your child please make sure these are clear. If the person is someone not known to staff, please inform us of the arrangements. It is expected that all children will be collected by 3:45 pm. After this time there will not be supervision by a Yard Duty teacher and children who have not been collected will be taken to the office. As we do not have teachers to supervise students after 3:45 pm, they will be taken across to Out of School Hours Care, for which there will be a charge. If you are unavoidably held up, please contact the school office so that arrangements can be made.

Communication

Effective communication is an important part of the school community. The school newsletter is published weekly and is sent home with the eldest child as well as being available on the Web page. Families are encouraged to receive this via email.

We also have an app called Skoolbag, which includes up to date information. This app can be downloaded from the Laburnum website.

The Prep Blog is updated frequently with specific notes and information relating to the Prep classes. You can access the Prep Blog through our school's website.

Contact Information

Please ensure that the school office has up to date contact information.

Dogs in the School

With almost 800 students in our school, our priority is to keep the school safe. We ask all families to leave their dogs either at home or secured at a safe distance from the school entrances and students who may be walking past. Thank you for your understanding.

Emergency Information

Emergency information is contained on the enrolment forms at the school office. Please notify the school if you change your address, phone number, work address and work phone number, emergency contact person, doctor or if there are any other details that we may need to include in our records. It is also important that the school has copies of any Court Order Information.

Emergency Evacuation

Early in the year teachers discuss and practise the procedure for evacuating the school in an emergency. We practise these each term.

Extracurricular Activities

We offer a range of extracurricular activities before during and after school. They are mostly organised by our teachers, as well as some external providers who charge a fee to run these classes. A full list is available on our website and we advertise each term's activities in our newsletter. Participation is purely by choice.

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 all children attend excursions. Your written permission is required for any excursion.

Therefore permission slips **MUST** be signed by a parent/guardian and returned to school before a child will be allowed to attend.

If you wish to help on excursions or with the school swimming program you **MUST** have a current Working with Children Check (see further information under Working with Children Check).

House System

Our houses are named in honour of famous Australian artists. The four houses Conder, McCubbin, Roberts and Streeton are led by student leaders. The school's house captains are role models for their peers and foster pride in their respective houses. Similar to the School Captains, students are elected late in Year Five by their peers to become a house captain and are responsible for organising whole school events, liaising with other student committees and promotion of the house points system. Laburnum Primary School has four houses:

- Conder [blue]
- McCubbin [gold]
- Roberts [red]
- Streeton [green]

Injured or Unwell Children

Children who become unwell during school time will be sent home. Parents are asked to call at the office before taking their child. If your child attends the sick bay for any treatment they will receive a treatment form to be taken home. Parents will be contacted in the event of any head injury.

The school has a supply of clothing kept in the sick bay to change children if they become wet or soiled. Parents are asked to wash and return these clothes for further use. *For Prep children it is often a good idea to keep a spare pair of underwear in the bottom of their schoolbag.*

Instrumental Music

We have approximately 250 students who are involved in our instrumental music program, learning a range of instruments. These students can participate in our Training Band and Concert Band. They can also participate in a Training Strings and String Ensemble. Parents can choose to enrol their child on a user-pays basis. A Gala Concert is held annually to showcase these performers. Further information is available from our office.

Medications

Medication cannot be given to children unless a parent or guardian has provided a note. The tablets or mixture must be clearly labelled in the original bottle with the child's name, the dosage and the time this medication is to be given.

Although it is important that your child attends school regularly, if he or she is ill, home is the best place. When your child has been away from school you will need to write a short note to the teacher to explain the reason for the absence. The Department of Education and Training requires these notes be retained for attendance records.

Infectious Diseases

To help prevent and control the transmission of infectious diseases in schools, a child must be excluded from school if he or she has any of the following:

Diarrhoea	until there has not been a loose bowel motion for 24 hours
Chicken Pox	until fully recovered and blisters have dried
Measles	at least 7 days
German Measles	until fully recovered and at least 4 days from the onset of rash
Whooping Cough	four weeks
Hand, foot and mouth	until all blisters have dried
Hepatitis	medical certificate needed
Impetigo	until treatment has commenced and sores are healed
Ringworm	until treatment has commenced. Medical certificate may be required.
Mumps	until fully recovered
Scabies	medical certificate needed

While these are some common diseases, please refer to the Better Health [School Excursion Table](#)* for a comprehensive list and updated information. Please contact the office if your child contracts any of these.

*See <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Late Arrival

See Attendance

Leaving Early

See Attendance.

Lost Property

Lost property is situated in the foyer. Please collect any lost clothing from there. All items **must be named**. It is recommended that all jewelry and expensive toys remain at home as we are unable to follow up the loss of personal items.

Lunch Arrangements

Lunches are eaten in the classroom from 12:50 – 1:00 pm under the supervision of the class teacher. We strongly encourage families to support our Nude Food program by using as little disposable packaging as possible. Parents are asked to send drinks in plastic bottles (no glass bottles or cans). We encourage your child to eat a healthy lunch. Please understand we cannot heat foods or refrigerate them.

A lunch order service is provided by Classroom Cuisine, every day except Tuesday. See our website homepage www.laburnumps.vic.edu.au

Medical

The Primary School Nursing Program conducts a health assessment for all Prep children, as well as assessment and follow up of children referred to the school nurse in other years.

Newsletter

See Communication

Nude Food

At Laburnum we encourage parents and students to think about healthy alternatives to pre-packaged food that limits waste. Plastic containers are encouraged as are fruit and other rubbish free snacks. Re-using, recycling and composting organic waste is promoted. We have a school vegetable garden to use our organic waste.

Out of School Hours Care

A Before and After School Care Program operates each day in its own facility and we recommend you enrol your child so the service can be used if needed. A school holiday program is available each term and January school holiday period. Program details and booking forms are available from the school office or program coordinator. Before School Care operates from 7.00 am - 8.45 am. After School Care operates from 3:30 pm - 6:00 pm. Care is available to all school aged children, either on a permanent or an occasional basis.

Occasional care must be booked through the Before/After School Care Coordinator, preferably by 8.45am each day. This **MUST** be done with **24 hours notice**.

A Schedule of fees is available from the school office or the Coordinator.

Telephone: 9898 0242 at anytime as there is an answering machine attached to this number.

Application forms, available from the school office, must be completed before children are able to use the program.

On student-free days all day care is available from 7 am to 6 pm at a cost to parents. Students attending will be fully involved in an activities program.

Parent Involvement

Parent involvement is welcomed, encouraged and desirable in a climate where the notion of home/school, parent/teacher partnership is positively promoted. Laburnum is proud of, and enjoys a supportive and enthusiastic parent community. There are many ways, small and large, for you to become involved, which ultimately enrich school programs, improve the environment and facilities, and enhance your child's growth and learning.

Parents who wish to become involved may nominate for School Council in Term 1 or participate in the other school committees, including Parents Group.

At school level, there is the opportunity to become involved with classroom activities. For helping out in your child's classroom (by arrangement with class teacher), please be aware that we ask you to participate in the Parent Helpers Workshops. This is arranged early in the year.

Parents Group

Parents Group is a group of Mums and Dads who work together to help enhance the community spirit of our school. They work closely with School Council, the school leadership team, teaching and office staff to run various events and activities throughout the year.

The role of Parents Group covers three key areas of school life: community, social and fundraising. There are a number of events coordinated and run throughout the year: our Mother's Day Stall and Father's Day Breakfast, both of which are extremely popular with our children, Social Nights for parents and Footy Day lunches in September to celebrate Grand Final Day as well as Christmas Carols in Blacks Walk in December. Parents Group also run various drives and regular fund-raisers throughout the year to raise valuable funds for our school. And there is always our amazing fete which takes place every two years, to be held again in 2019.

Over the years Parents Group have funded a number of improvements to the school including playgrounds, sporting equipment, gardens, landscaping and educational resources. And the funds raised from the highly successful fete in 2017 are contributing to a fully resourced science classroom.

It is an important and fun role. Laburnum is a large school and it is important for all of us to keep up a strong spirit of community amongst the children and their families. Parents Group and the school very much rely on parents being willing to contribute your time and ideas. And it is a great opportunity to be part of your child's school journey, contribute in a very practical way, stay informed about what is happening at the school and to get to know other families.

So please give some thought to joining Parent's Group. They usually meet on the first Tuesday of the month in the staffroom at 7:30 pm, as advertised in the school newsletter and calendar. You can give as much or as little of your time as is practical for you and your family, so we hope you will consider giving some of your time to help make our school the place we all want it to be.

Parking

Please observe all parking restrictions and obey traffic rules when dropping off and picking up your child. The school car park is restricted to members of staff and has an automatic gate closer, which also locks the gate.

There is a "2 minute parking" zone located off Pakenham St. Please be aware that this area is for drop off or pick up only. Council parking officers regularly patrol the roads surrounding the school and are quick to fine offenders.

Parents are reminded that parking on driveways, parking on the nature strip, calling children into cars in traffic and U-turns in front of the school, are illegal.

Personal Property

The Department of Education and Training does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property. We therefore regret that we are unable to take any responsibility for lost, damaged or missing items, nor follow up such instances. Please encourage your child to leave valuables or 'special' items at home.

Playground Areas

The Prep children are encouraged to play in the area between the Pakenham Street fence and the school library. This area is generally shared with the children in Years 1 and 2. During the first weeks of school, the Prep children will have staggered recess times to enable them to become used to the playground,

without children from other levels in the school. Once the Preps are outside at the same time, there will always be a Prep teacher in their area for as long as necessary.

Playground Supervision

Supervision of the playground before school begins at 8.45 am and finishes after school hours at 3.45 pm. Students should not arrive at school before 8.45 am and they need to be collected by 3.45 pm.

Policies

The school operates under the general policies and guidelines of the Department of Education and Training and must comply with DET directives. There are some areas in which government schools are also required to have local policies, which are approved by School Council. Parents should familiarize themselves with these. Many of our policies are available on the school website, under Our School/Planning and policies, and include the following:

- School Strategic Plan
- Annual Implementation Plan
- Annual Report to the School Community
- Criminal Records Check Policy
- Homework Policy
- Student Engagement and Inclusion Policy
- Student Leadership Policy
- Child Safe Policy
- Child Protection Reporting Obligations Policy
- Child Safety Code of Conduct
- Finance Refund Policy
- Parent Concerns and Complaints Policy
- SunSmart Policy
- Photographing and Filming Policy
- Communication Policy
- Visitors in Schools Policy

Pupil of the Week Awards

At each Assembly children who have been exemplary class members are presented with a Pupil of the Week Award. There is usually one per class and these are chosen by class and specialist teachers. Many of the awards are related to the You Can Do It program.

Recess

Our morning recess is from 10:40 - 11:10 am. Our lunch break is from 1:00 - 1:50 pm.

Reporting to Parents

Prep February - Introductory Parent-teacher Meetings: This is an opportunity for parents to share information which may assist their child's transition and progress in school.

Prep-6 February - Information Evening: outlining programs and procedures for the year.

June - Written report

July/August - Parent-teacher Meetings

December - Written report.

Parents are welcome to meet with teachers at other times during the year, if needed, by mutual arrangement.

School Bank

Commonwealth Dollarmite and Bendigo Bank school banking operate at the school on a weekly basis. Commonwealth Dollarmite accounts can be opened at any Commonwealth Bank and are collected every **TUESDAY**.

Bendigo Bank accounts can be opened at any Bendigo Bank and for **all new** accounts the bank is offering a \$20 deposit into your child's account. Bendigo banking is every **WEDNESDAY**.

School Information Portal: Sentral

Laburnum uses Sentral as an information portal for parents. You will receive a letter from our office with registration information and a unique password, which you can then change. As we expand our use of Sentral, parents are advised of the following, as per DET policy:

Laburnum Primary School uses online services, such as Sentral, to provide an easy way for parents to provide, and the school to obtain, information and/or consent. This will usually be through the use of an electronic signature, for example a 'tick box'. Where an electronic signature is used through an online service to give parental consent, parents will represent that their consent is valid.

We are aware that children sometimes access their parents' personal devices. If you are unsure whether your password is secure, please change your password. If you have concerns that your account is being used to provide consent without your permission, please contact the school. Please appreciate that for us to satisfy our legal obligations, we will rely upon an electronic signature as providing valid parental consent.

School Council

Laburnum Primary School Council is the legally formed body that oversees the governance of the school, within Department of Education and Training (DET) guidelines. Operational matters are the responsibility of the Principal.

School Council usually meets on the third Wednesday of the month at 7:00 pm in the staffroom and meetings are included on the school calendar and in the newsletter.

The functions of a school council are specified in the *Education and Training Reform Act 2006* and include:

- establishing the broad direction and vision of the school within the school's community
- participating in the development and monitoring of the school strategic plan
- approving the annual budget and monitoring expenditure
- developing, reviewing and updating school policies
- raising funds for school-related purposes
- maintaining the school's grounds and buildings
- entering into contracts (such as for cleaning or construction work)
- reporting annually to the school community and to the Department
- creating interest in the school in the wider community
- informing itself of and taking into account the views of the community
- regulating and facilitating the after-hours use of school premises and grounds.

The Constituting Order of Laburnum Primary School states the composition of the Council is:

- Nine elected parent members who represent more than one third of school councillors.
- Five elected Department of Education and Training (DET) employee members. The Principal who is executive officer is included in this number.
- One community member who is appointed from the Parents Group and has equal voting rights. This is an appointed and not an elected position and DET employees are not eligible for this category.
- Laburnum Primary School Council has a total of fifteen members.
- Sub-committees assist the School Council in all work that needs to be done. They report regularly at the School Council Meetings, provide advice and make recommendations to the School Council, which has the final responsibility for decisions.

The sub-committees for Laburnum Primary School Council are:

- Finance
- Education and Communications
- Parents Group
- Buildings and Grounds
- Out of School Hours Care

All School Councillors are expected to play an active role in at least one sub-committee.

School Crossing

Please ensure your child knows how to use the school crossing correctly. Pakenham Street is only an operational crossing when the crossing flags are in place and a crossing supervisor is present.

Specialist Programs

Laburnum offers programs in Visual Arts, Library, Languages (Spanish), Music and Physical Education.

Student Leadership

The school has a comprehensive Student Leadership program, including opportunities for Junior School Councillors from mid-Prep, right through to Year 6 School Captains and leaders. Our Student Leadership Policy is available on the school website.

SunSmart Policy

Broad brimmed or legionnaire hats must be worn each day from September to April during recess, lunch and other outdoor activities such as Phys Ed, sport and excursions. Children are also encouraged to wear hats when walking to and from school. It is also recommended that your child use SPF30 cream during the summer months.

Children without appropriate protection will be required to play under covered areas.

Supervision of Children

Teachers are on Yard Duty before school from 8:45 - 9:00 am and after school from 3:30 - 3:45 pm. If a child arrives at school before 8.45 am or has not been collected by 3:45 pm they will be brought to the office, then placed in the Before/After School Care program. There is a charge for this facility.

At recess and lunchtime there are always teachers in the yard to supervise the children's play. Children must play within the boundaries of the schoolyard. At the beginning of the year, Preps learn the areas where they can play and those that are out of bounds. Preps are not to go past the Library when playing in the middle area of the school, or past the office when playing at the front of the school. The children are not permitted to be in the classroom unless a teacher is with them, including before school, recess, lunchtime and after school.

Swimming

Prep children participate in an eight day intensive swimming program in Term Three. For the program to run successfully we need the assistance of parents. Parent helpers **MUST** have a current Working with Children Check.

Take Home Books

Early in Term One the children will begin to bring home a book to share. These need to be returned to class each day, even if they have not been read at home.

Uniform Shop

The official school uniform is available from Surrey Clothing, 424 Station St Box Hill, near the corner of Station St and Landale St, Box Hill. Parking is available at the rear. The store is open weekdays from 9.00 am to 5.00 pm, as well as the first Saturday of every month from 10 am to 1.00 pm.

Phone or email order your order: 9890 3487 or shop@surreyclothing.com.au Parents can also shop online at <https://surreyclothing.com.au/school-login/> (user name LPS and password LPS). Uniforms are delivered free to the school every Thursday or you can choose to collect order from Surrey Clothing's store in Box Hill.

The school also has a second hand uniform shop. Please enquire through the office.

Visitors

All visitors to the school are required to register at the office, where they will be issued with a visitor's badge. Please see our Visitors in Schools Policy.

Working Bees

The Building and Grounds sub-committee organizes regular working bees at the school. Families are encouraged to participate as they are an essential part of the school's upkeep-as well as being a good way to meet other families. Children are particularly encouraged to attend and help.

Working with Children Check

A Working with Children check is required for any adult assisting in the school. You will need to complete an application online (see link below or on our website). A card will then be sent to you. Please bring the receipt/card to school as evidence. <http://www.workingwithchildren.vic.gov.au/>

"You Can Do It" Education Program

The "You Can Do It" program assists in developing the attributes of Confidence, Organisation, Persistence, Getting Along and Resilience. These attributes form the foundations for achievement and overall well-being in school. This is only one aspect of the school's comprehensive Wellbeing program.