Lindenow Primary School
No. 1120 &
Woodglen Campus

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- In addition, more general information on coloured sheets.
Lindenow Primary School has a dedicated staff, supportive parents and community and great kids that enjoy all the benefits of a dynamic, peaceful and high performing rural school.

Lindenow Primary School is located in the Mitchell River Valley a short ten minute drive west of Bairnsdale, Victoria, which is found in beautiful East Gippsland. Situated in the rural township of Lindenow, the school is large enough to offer students a broad curriculum, excellent facilities/grounds, activities and programs while at the same time being small enough to maintain a friendly, safe and caring school environment and culture.

Lindenow Primary School has a long and proud school history as the school was first established in 1871. Students attending LPS come from a large rural area encompassing not only the township of Lindenow but also communities such as Dargo, Flagg Creek, Melwood, Fernbank, Walpa, Woodglen, Calulu, Glenaladale, Hillside as well as families from Bairnsdale and those located south of Lindenow and along the Princess Highway. A large proportion of students arrive to school by one of the three school bus routes.

Lindenow Primary School values partnerships between home school and community. Parents and community members are involved in many areas of the school such as classroom helpers, sporting activities, music, ground improvement, fundraising, camps and excursions. Parents also are able to help through the Parent and Friends Group, which plays an important role within the school in fundraising activities for students and the wider school community.

Lindenow Primary School enjoys excellent student/teacher ratios. Maintaining small classroom numbers are a high priority in the organisation of the school each year. Students have ongoing access to a variety of activities through participation in East Gippsland and Bairnsdale School Networks. School grounds and buildings are both well maintained and reflect a strong community involvement. All classrooms have good computer to student ratios and electronic interactive whiteboards are installed in all classrooms. We also have a well-supplied school library, a specialist Art and Physical Education teachers and an excellent art room.

The second campus is located at Woodglen where students have access to the school’s outdoor education program. All year levels are able to enjoy the idyllic setting at Woodglen where the emphasis is placed upon ‘Hands on Learning’, teamwork, physical activity and gaining knowledge and appreciation of our local area. Activities include day trips, sleepovers and three day tent camping. Also located at Woodglen are the school’s pottery room and kiln. The students are transported to Woodglen by school bus and the school’s twelve-seater van.
STARTING SCHOOL

It is recommended that the children arrive for school between 8.45am and 9.00am - not too early.

Timetable
9.00am - 11.00am Class time
11.00am - 11.30 Recess
11.30am – 1.00pm Class time
1.00pm - 1.15pm Lunch eating time
1.15pm – 1.45pm Lunch recess
1.45pm - 3.30pm Class time
3.05pm – Flaggy Creek/Woodglen bus dismissal
3.15pm - Hillside bus dismissal
3.30pm –General student dismissal
3.45pm – Dargo & Meerlieu bus dismissal
3.40pm - Fernbank bus dismissal

PLEASE NOTE: CHILDREN ARRIVING LATE OR LEAVING SCHOOL EARLY MUST BE “SIGNED IN/OUT” AT THE SCHOOL OFFICE.
ALL VISITORS TO OUR SCHOOL MUST REPORT TO THE OFFICE FIRST.

PREP INFORMATION

Attending school is all very exciting but demanding and can be tiring for some children. Children grow and mature at different rates, but not all children are ready for school at the same time. In Victoria, the legal age for starting school is 5 years by the 30th of April.

Preps operate on a ‘phasing in’ timetable and attend school 4 days per week during February.

Social development is an important criterion when considering if your child is ready for school. They need to feel happy and secure in the care of others, so please allow your child to mix with other children and adults so their skills can develop. Always encourage them to share, take turns, listen and communicate. Start letting them perform limited tasks without adult help.

As soon as your child has been placed in the care of the teacher, it is best to:-
1. say goodbye,
2. let them know when you’ll be back,
3. leave quickly and cheerfully, don’t linger.

Within minutes, your child will settle and be assured we will take special care of him/her.

During first term, there is a gradual easing into school routine. In prep, your child will be involved in a very expansive program that includes: Writing, Language Development, Mathematics, Physical Education, Art, Computer, Music, Library and Health.

Your child must be collected from the office either by yourself or by another responsible adult. If someone other than yourself is to collect your child, please inform the school office or classroom teacher. The sign out/in book must be signed in the office if children are leaving early or arrive late during the school day. Please inform the school of any student absence or lateness to school.

2018 TERM DATES
• Term 1: Teachers start 29th January –
  Children start on the 30th January.
  Term ends 29th March
• Term 2: 16th April – 30th June
• Term 3: 17th July – 21st September
• Term 4: 8th October – 21st December
**GENERAL INFORMATION**

**Intellectual Development** - Children learn by seeing, hearing, touching, tasting, smelling, doing and talking. By the time they start school they already know such a lot about their world and at school we build upon this knowledge. You can help your child by making them more aware of the world around them. Use every opportunity to talk with them, and extend their use of language. Let the children see how spoken language looks when written and how written language sounds when spoken. Reading is a process of getting meaning from print, and their world is full of print: street signs, shops, package labels, television, books, magazines, etc.

Read to them regularly, and encourage them to ‘read’ to you, but keep times fun and enjoyable.

Remember children develop and grow at different rates. Give encouragement and opportunity to master skills, but have patience. *If you have any questions/concerns about how your child is going at school, please contact your child’s teacher or school principal.*

**Yard Duty/Supervision** – The schoolyard is supervised from 8.30am, during recesses and until 3.45pm in the afternoon each school day.

**Student Absences ‘It’s Not OK to be Away’** - Please notify the school when your child has been absent from school by way of note or phone call. *All absences are recorded in the attendance roll (this includes late arrival/departure from school).* Parents are asked to sign the book in the office when visiting school for activities or when children arrive late to, or depart early from school.

*School is compulsory for all children over the age of six.*  
*Frequent absences without a legitimate written excuse are reportable.*

**Immunisation History Statement/Certificate** - Please present this certificate/statement when enrolling in primary school, *whether immunised or not* - refer to the attached information.

**Dressing** - Children are requested to wear school uniform and have all articles of clothing clearly labelled, and the children made aware of how to recognise their clothing. They need to be able to dress themselves, so please give them plenty of encouragement as they start to put on their shoes, and more difficult things like jumpers and socks. School colours are navy blue and white.

**School Uniform** - All uniform items are available from Nicks in Bairnsdale. Staff and School Council place great importance on the wearing of school uniform by students and it is compulsory. All uniforms purchased are printed with the school emblem. Our Sun Smart Policy states that wide brimmed/bucket style hats must been worn during 1st & 4th terms whilst outside school buildings. Orders for school bags can be placed at the school office. Open toe sandals, thongs and slip-ons are not regarded as safe or appropriate for school. Runners or school shoes are the preferred footwear for school.

*Singlet tops and clothing with inappropriate graphics or wordings are not to be worn to school on uniform free days.*
**Eating** - Pack your child a healthy and appetising lunch and play lunch. They should be able to feed themselves, unwrap sandwiches, undo lunch boxes and drink containers, and peel a piece of fruit. (No glass containers please.)

Lunch orders are available from the general store each Friday only. Orders need to be placed in the box at the school office prior to 9.00am.

**Cleanliness** - The children need to know when and how to wash their hands. They are expected to be able to visit the toilet independently, and boys need to know how to use the urinal. For younger students it is also a good idea to send a spare pair of under pants in their school bag, just in case.

**Student Reports** – Written reports are provided to families at midyear and end of year, with formal parent/teacher interviews being offered. Parents are invited to contact their child’s teacher whenever they wish throughout the year to make an appointment to discuss their child’s progress.

**Assembly** – Whole school assemblies are held every Monday morning at 9am. Parents and community members are welcome to join us celebrate student achievements and special events.

**School Council** – The school council is comprised of parents and staff working together as a team to provide a better learning environment for all children. All parents are invited to nominate for positions on school council. Meetings of school council are open for anyone to attend.

**Parents & Friends Association** – A friendly group of parents organise fundraising events for the school. Funds raised help to subsidise the cost of camps, excursions, equipment and special opportunities for all students.

**Student Safety** - It is important to note that the only type of earring students are permitted to wear to school are the ‘stud’ type.

In the case of an emergency, it may be necessary to call an ambulance to transport your child to hospital. The cost of the ambulance would be your family’s responsibility, as the school does not cover this cost.

Parents are asked to park in Henry Street (east side of gates) when dropping off and picking up children.

**Student Wellbeing** – We are fortunate to receive limited funding to employ the services of a visiting Speech Therapist and Psychologist for students. Please speak with the Principal for more information.

**Emergency Information** – Please provide written advice to the school office if any changes need to be made to parent and emergency contact details, student medical information etc. Initial notification of any emergency will be made via SMS to parents.

**Accident/Insurance/Ambulance** - The school does not provide accident insurance, ambulance cover or payment of medical costs for the children whilst at school or participating in school activities. Parents will be responsible to pay these costs if they do not have private cover as required.

**Essential Education Items & Arts Levy** - Each year the School Council sets an essential educational fee. $190 per child being the fee set for 2018. All classroom materials, books, pencils, art materials, paper, pens etc. are purchased for the children on behalf of the families in lieu of a booklist. This fee also includes the swimming program and school incursions. Payment is expected for the whole year or by instalments in cash, BPay, cheque, or payment plan. Alternative arrangements can be organised at the office.
School Bank - Students have the opportunity to open a Youth Saver Account with the Commonwealth Bank. Information and account applications are available from the school office. Banking is done each Friday at school but is not compulsory.

Bus Travellers - A special note for parents.....
A free school bus service is available servicing Dargo, Fernbank, Walpa, Glenaladale, Hillside/Bairsdale, Flagg Creek, Meerlieu and Woodglen to eligible travellers (a fare paying option is also available). A parent or responsible adult must meet children at their bus stop or child/children will be brought back to school, but PLEASE wait for them on the same side of the road as the bus stop and without parking in the bus parking area. Give the bus plenty of room to get in and out of these areas. Parking opposite the stop is dangerous! All children and especially little ones are anxious to see you after a hard day at school and are likely to run across the road to meet you. A note or phone call to the school is required to vary normal bus travel arrangements – bus rolls are marked each afternoon and bus passes are required from the school office. This is vital for the safety and care of your child.

Newsletter - A newsletter is sent home each week with the eldest child in each family and is available via email or on the school website. Important dates, coming events, permission forms, previous events and photos and explanations of curriculum programs are outlined in the newsletter.

Web Site – Please visit our website for information, notices, calendar or events and copies of newsletters. www.lindenowps.vic.edu.au.

Gardens & Grounds - Families are welcome to visit our school during holiday breaks to help maintain our school grounds by way of weeding, watering, etc. Working bees are held at school, but if you cannot attend, you are welcome to contact the school regarding jobs to be done. Gates to the school grounds are locked after school hours but arrangements can be made for access through the school office.

Junior School Council & House Captains - Two children from each grade represent students on our Junior School Council. These children are responsible for promoting school values, organising charity fundraisers, and voicing various suggestions from fellow students. Lindenow has three Houses; Walpa (red), Wuk Wuk (blue) & Calulu (yellow) with senior children holding positions of Captain and Vice Captain for each house. Children are encouraged to wear their house colours at school based sporting events. Points are awarded for each house during our athletics with the winning house being engraved onto the trophy.

Swimming – A compulsory part of our health and physical education program is for all children to participate in a swimming program at the BARC indoor pool. The cost for the swimming program is included in the school fees.

Sport – All students at Lindenow Primary School compete in school based Cross Country and Athletics days. Successful senior children then have the opportunity to represent our school at a further level. Children also have the opportunity to be involved in Winter Sports, Kanga Cricket and Equestrian events.

Camps –
Junior students – sleepover at the Woodglen Campus
Middle students - Approximately $100 pp
Grades 5 & 6 – Approximately $400 to $500 pp

Parents & Volunteer Helpers – We are always appreciative of help in our school. If you would like to help in classrooms, gardens, take things home to make/cover etc, please talk with your child’s teacher. Principal approval is also required. A Working with Children Check is required if you wish to help in the classroom, on excursions and camps. Please present your card to the office prior. Parking is available in the school car park off Henry Street.
**Student Details**  
Families are asked to update information held at school as changes arise. These may include; phone numbers, work arrangements, medical information etc.

**Payment Options**  
Payment for camps, swimming, uniforms, art levy, essential educational items fee etc. are expected from all families and can be made at the office at any time by cash, cheque, Bpay or payment plan. Payment by instalments is also encouraged and can be arranged – fortnightly, monthly or by term. Please contact the school if you have any questions.

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Please feel free to contact me if you have any concerns or questions.  
James Arick Shoemaker, Principal.