Lindenow Primary School
No. 1120
& the Woodglen Campus

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Lindenow Primary School (& Woodglen Campus) is located 13 kilometres west of Bairnsdale, in East Gippsland in a mixed agricultural and rural environment. The school offers students a quality education in pleasant surroundings. Approximately 80% of students travel to school by bus or car from outlying areas.

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, drama, music, ground improvement, fundraising, camps, Active After School Community Program and excursions.

Lindenow Primary School enjoys favorable student teacher ratios and has ongoing access to a variety of activities through participation in 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 all classrooms. We also have a school library and a specialist art teacher and art room.

Lindenow School has student wellbeing as a high priority. Children learn in a positive environment, which encourages cooperation, student leadership and effective communication between teachers, students and peers. Children in this environment are encouraged to develop positive self-esteem, work cooperatively with others, and take pride in their school, their work and their community.
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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
3.15pm – Hillside bus dismissal
3.20pm - Flaggy Creek/Woodglen bus dismissal
3.30pm – General student dismissal
3.40pm - Fernbank bus dismissal
3.45pm – Dargo bus dismissal

PLEASE NOTE CHILDREN ARRIVING LATE OR LEAVING EARLY MUST BE “SIGNED IN/OUT” AT THE SCHOOL OFFICE.

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 their room either by yourself or 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.
**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 school yard 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 incudes 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 brimed/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.*

*Singlet tops and clothing with inappropriate graphics or wording 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 Thursday & Friday only. Orders must be put in the box at the school office prior to 9.00am. See our website for the current order listing.

**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 mid year 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 meet once a term to 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 is 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.

**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.

**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. For 2014 the fee is $170 per child. All classroom materials, books, pencils, art materials, paper, pens etc. are purchased for the children on behalf of the families. This fee also includes the swimming and cultural arts programs. Payment can be made for the whole year or by instalments by cash, BPay, Centrepay, cheque, credit card or payment plan. Alternative arrangements can be made 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 and is not compulsory.
Bus Travellers - A special note for parents.....
A free school bus service is available servicing Dargo, Fernbank, Walpa, Glenaladale, Hillside/Bairnsdale, Flaggy Creek and Woodglen to eligible travellers (a fare paying option is also available, conditions apply). Meeting your children at the bus stop is terrific (and also very wise), 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 also available on the school website. Important dates, coming events, previous events and photos and explanations of curriculum programs are outlined in the newsletter. Newsletters can also be emailed to families.

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

Camps –
Junior students – sleepover at the Woodglen Campus
Middle students - Woodglen Campus plus day trips to Buchan Caves & Coonawarra Farm Resort
Grades 5 & 6 - camps alternate Ballarat & Canberra

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. 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, Centrepay, credit card 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.

Please feel free to contact me if you have any concerns or questions.

James Arick Shoemaker, Principal.