

# Lilydale Primary School

Parent Information Booklet 2019



Pride in Our Past  
Educating for the Future

Perseverance   Respect   Inclusion   Determination   Encouragement

Address: 63 Castella St Lilydale, 3140. Melbourne, Victoria, Australia

# Lilydale Primary School

## Table of Contents

### Principal's Message

Welcome	1
School History	2
Our Intent and Aspirations	3
Values and School Mission Statement	3
The Framework for Improving Student outcomes	4
Our Instructional Model	5-6
The Learning Pit	7

### School Information

School Hours	8
2019 Term Dates and Public Holidays	8
Supervision of students	9
Absences	9
Flexibuzz	9
Late Arrivals	9
Contact with School	9
Collection of Students	10
Days of Extreme Weather	10
Lunch Orders	10
Junior School Council	11
Student leaders	11
Breakfast Club	11
Play Lunch and Lunch Arrangements	11
Photo Page	12
Photo Page	13
Photo page	14

### School Uniform and

### Lost property

School Uniform	15
Naming of Articles	15
Lost Property	15
SunSmart	15
Parking	16
School Crossing	16
Visitors Book	16
Privacy	17
Student Photographs	17
Emergency Management	18

# Lilydale Primary School

<b>Finance</b>	Parent Contributions	18
	Where your money goes	19
<b>Health &amp; Medical Information</b>	Health and Safety	20
	Medication	20
	Emergencies	21
	Head Lice	21
	Accidents at School	22
<b>Community Partnership</b>	Parent Participation	23
	School Council	24
	Communication/Student Reports	25
	School Diary	23
	Student Reports	25
	Sentral	26
	Parent Teacher Meetings	26
<b>Curriculum &amp; Enrichment Activities</b>	Curriculum	27
	Victorian Curriculum	28
	The Arts	29
	Incursions Excursions and Camp	30
	Swimming Program	30
	Book Club	30
	ICT in the Curriculum	31
	Robotics and Coding	31
	Computer Aided Design	31
	Healthy Eating and Physical Fitness Policy	32
	Premier's Reading Challenge	32
	Japanese	32
	Sunshine Online	33
	IPad Program	34
	Student Engagement and Wellbeing Plan	35-39



### School Mission:

Through reflective and collaborative practices, we will create a positive, safe, and inspiring learning environment that promotes a strong sense of community and ensures child-focused decision making to develop confident, motivated and aspirational students who enjoy learning

**School Vision:** At Lilydale Primary School our students will grow to be strong respectful individuals, they have an understanding of their ability to educate and empower each other as well as themselves. Our students learn to be kind, caring, creative and inspired.

# Welcome to Our Wonderful School

## Pride in our Past, Educating for the Future

On behalf of the staff, parents and students, I would like to welcome you to Lilydale Primary School. This booklet has been put together to provide you with an understanding of the programs we offer at our school and how our core beliefs and values underpin all the work we do with our students. Each of our students is unique and we believe that it is important to focus on an individual's learning needs. We seek to celebrate their successes and identify their areas for development. As a School community we work hard to ensure that your child receives the best education that we can provide. Our focus at Lilydale Primary School is about developing the whole child and providing them with diverse learning opportunities in a wide range of subject areas.

Our Instructional Model ensures consistency across all the year levels and ensures we are focused on the high impact teaching strategies of quality feedback, explicit teaching at the point of need and effective questioning. The focus on these important strategies will ensure that we can reach our goal of individualising the learning for all our students. We also have our new Learning Pit Graphic which we use in all classes. This demonstrates to the students the difficulties that we all have to go through in order to learn and that only by working hard and practising we will be able to achieve our learning goals.

Our grounds have changed over the last year or two so that we now have extensive areas for the students to explore and play. We have demolished the old Lilydale Police station that was on our site creating a large open grassed space. We have also refurbished our Block B building so that it is now a state of the art learning space for our younger students.

Every student is encouraged to be 'a leader' at our school. We have a very enthusiastic Junior School Council who represent their peers at regular meetings and promote special projects that benefit our school, our local community and our country. Our School Captains facilitate our weekly assembly and we encourage all of our students to develop their public speaking skills through a range of class, level and whole school events where the achievements of students are recognised and celebrated. Our assembly promotes student leadership at all levels and we regularly promote our school PRIDE values of Perseverance, Respect, Inclusion, Determination and Encouragement.

Specialist programs in Visual Arts, Performing Arts/Music and Language (Japanese) enrich our school curriculum. Our extra-curricular programs also provide extension and enrichment opportunities. These extra curricular activities include Judo, Library, Choir, Futsal, and Chess clubs. As part of catering for individual needs we also run extension programs in Mathematics, Japanese, Performing Arts and Visual Art as well as support programs for Numeracy and Literacy.

Our Pathway to Prep Program runs from May to December and provides Kinder students with the skills and experiences need to make a successful transition to Primary School. This program with its clear goals and supportive environment ensure that students begin to make friends, learn skills that they will need and ensure that the teachers understand the needs of our students before they even arrive at our school.

2020 will be an exciting year for Lilydale Primary School as we welcome our new Preps for their first year of learning at our school. I feel very fortunate to be part of such a wonderful learning community, leading such a supportive team of staff and parents. We will be doing our utmost to ensure each and every child from Foundation to Grade 6 has the opportunity to succeed in all areas of the curriculum. I look forward to welcoming you and your family into our community and to working with you to ensure the best educational outcomes for your child.

Andrew Weaver



# School History



Lilydale Common School on Lot 6 Anderson Street was opened on 1st July 1866. In 1872 a number of small schools in the Lilydale area were joined together to become Lilydale State School Number 876. The main building was built in 1866 with a second storey added in 1927 and a new wing added in time for the 1966 centenary. Fire destroyed the annex in 1980 and the wing that was added was destroyed by fire in 1991. The new section of the building was opened in 1995. In 2011 the new Grade 5/6 BER building was opened. Finally the Block B Building was refurbished in 2018/19 and opened in March 2019.



In 2016 we celebrated our 150th Anniversary when former students, staff and parents returned to the school to celebrate Lilydale Primary School's contribution to the education of the students in the area. Our School is an example of combining the old and the new. This has led to us developing our School motto, Pride in our Past and Educating for the Future. Our buildings and facilities are excellent and provide a very pleasant environment for students and staff.



Our school grounds are very well equipped and maintained with a range of play equipment. There is plenty of space for students to engage in a variety of play activities and sports throughout the year. We have knocked down the Old Lilydale Police Station and this provides us with a great deal more space for our students to play in.

We want our student to have ownership of their school and as such we encourage projects that involve the students in creating art works to enhance the school environment. As such the students have created Totem poles in their classes to decorate the front of the school and the extension art group have produced Totem Poles with the Values on them. Each year the Grade 6 students complete a mosaic that is hung on the wall at the front of the school to show that they are part of our school family and always will be.



Junior School Council has undertaken many projects in improving play facilities over the years and recently enabled us to purchase the new climbing frame. Together with our strong student leadership program there is ample opportunity for students to become involved in the life of the school.

# Pride in Our Past and Educating for the Future

## Our Intent and Aspirations

Our teaching and learning will be authentic, engaging, and challenging while supporting different learning styles and using developmentally appropriate practices.

Our school environment will be safe, positive and nurturing and in which caring relationships are evident. The school will develop community-minded individuals who embrace diversity and who are socially, environmentally and globally aware.

Our staff will create a supportive environment that promotes collaboration, reflection, and ongoing professional growth. Shared responsibility and commitment for student learning, personal growth and social development will be the underpinning principle of our learning community.

Our school community will work together to share the responsibility of educating students through effective means of communication and ensuring everyone feels valued, connected and supported.

## School Mission

Through reflective and collaborative practices, we will create a positive, safe and inspiring learning environment that promotes a strong sense of community and ensures child-focused decision making to develop confident, motivated and aspirational students who enjoy learning.



## School Vision

At Lilydale Primary School our students will grow to be strong respectful individuals, they have an understanding of their ability to educate and empower each other as well as themselves.

Our students learn to be kind, caring, creative and inspired.

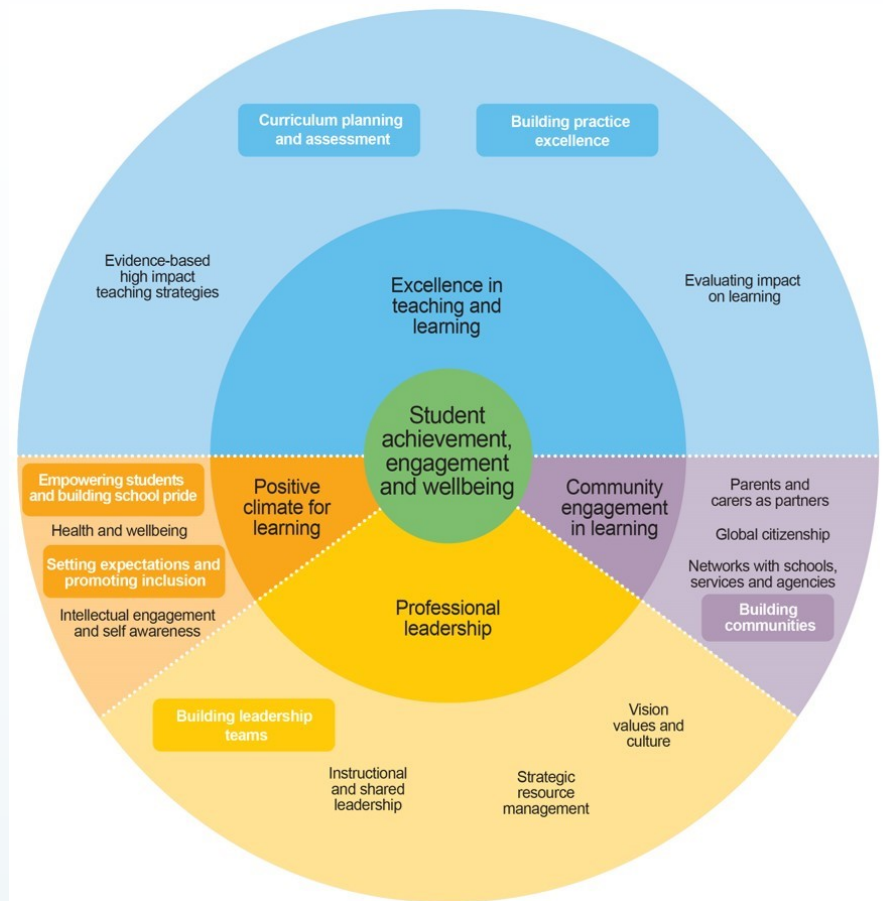


## School Values

Our School PRIDE Values reflect the community's thoughts of the ideals we want to promote at our school. The Values are Perseverance, Respect, Inclusion, Determination and Encouragement. We believe that each of these values is important in ensuring that we have a happy and caring school that ensures our students are able to learn together in a challenging

but supportive environment. Each week our School Values are celebrated at our weekly assembly and are actively promoted by our staff and student leadership team.

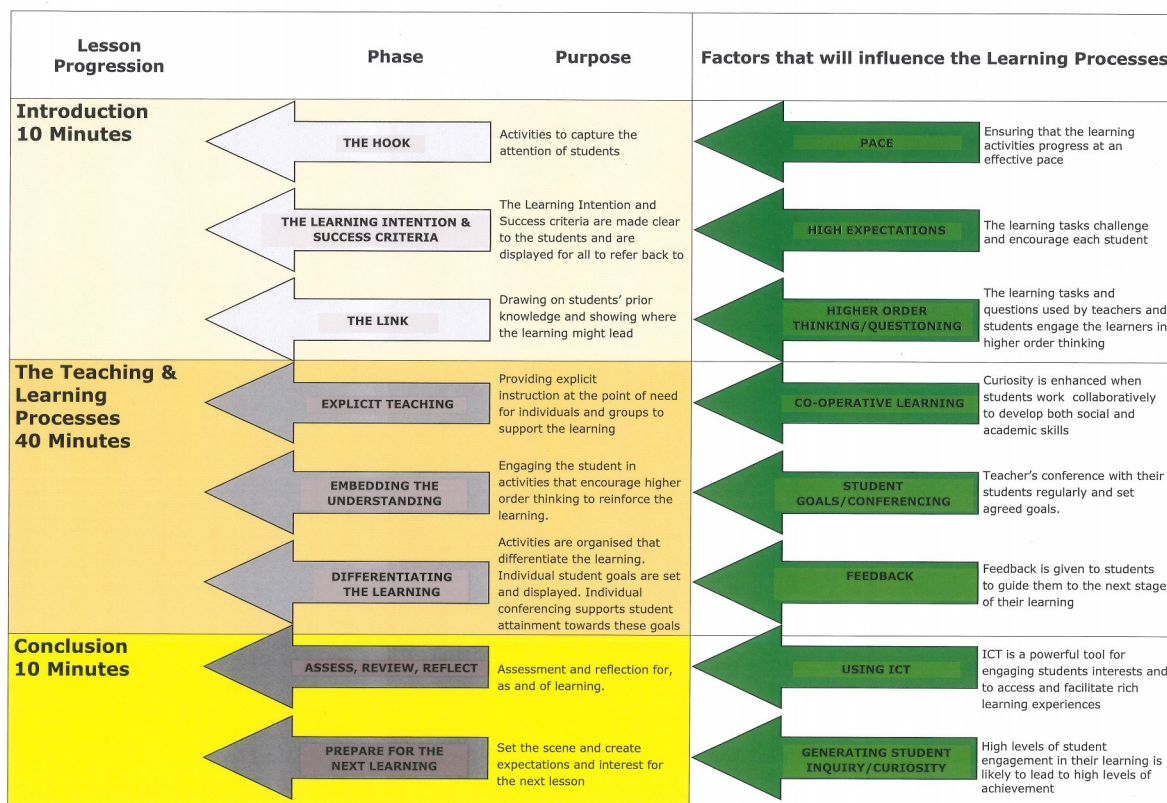
## The Framework for Improving Student Outcomes



Our School is committed to improving the learning of all our students and in order to be an effective school there are some key ingredients to ensure that we achieve all we can as a school. The Framework for Improving Student Outcomes is an initiative from the Department of Education and uses the latest research on student learning and global best-practice to assist schools to focus their efforts on key areas that are known to have the greatest impact on school improvement. As a school we are using the Framework to continually identify the areas we need to work on to ensure our school continues to be successful in the future. The graphic above shows the key components of this strategy which places student achievement, engagement and wellbeing at the centre of all we do.



# Our Instructional Model



The graphic above shows the new Instructional model that we follow at our school. This model provides guidance to teachers and staff about how a lesson should be structured and the important elements that lead to great teaching.

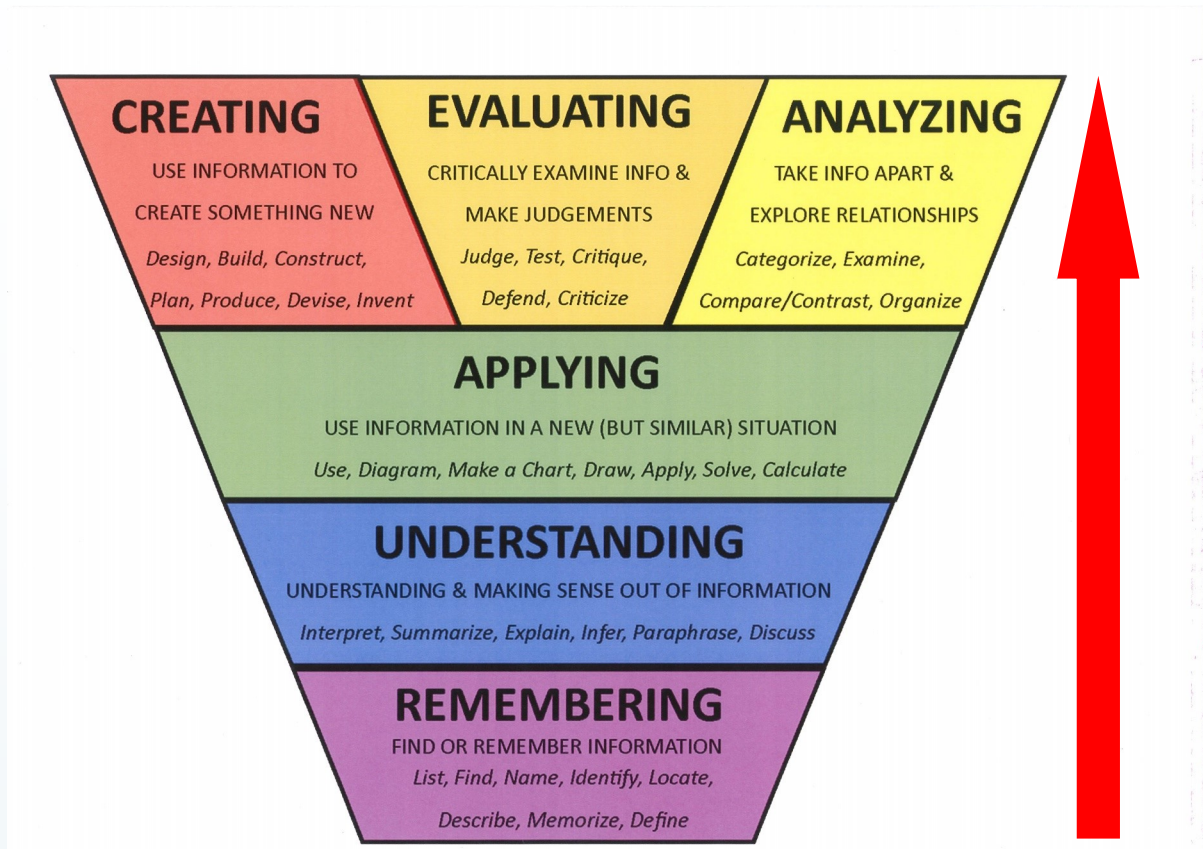
This model was constructed by the teachers and really focuses on ensuring that every student receives the quality instruction that they need to ensure they reach their full potential. This model is based on best practice research that puts the student at the heart of all our work. The structure of a lesson is split into three different sections and the quality of the lesson is influenced by the factors on the right the diagram.

The ideal lesson incorporates these features to a greater or lesser extent depending on the subject matter. This model gives the staff a roadmap to great teaching and learning and ensures that these high impact strategies are always at the front of their mind when planning programs of work.

You will see this Instructional model displayed in every classroom as well as the Learning Intention and Success Criteria for each lesson. The students will also create, in consultation with the class teacher, goals in Reading, Writing and Mathematics which will form a huge part of their discussions with the students about their learning and what we expect them to achieve next.



# Our Instructional Model

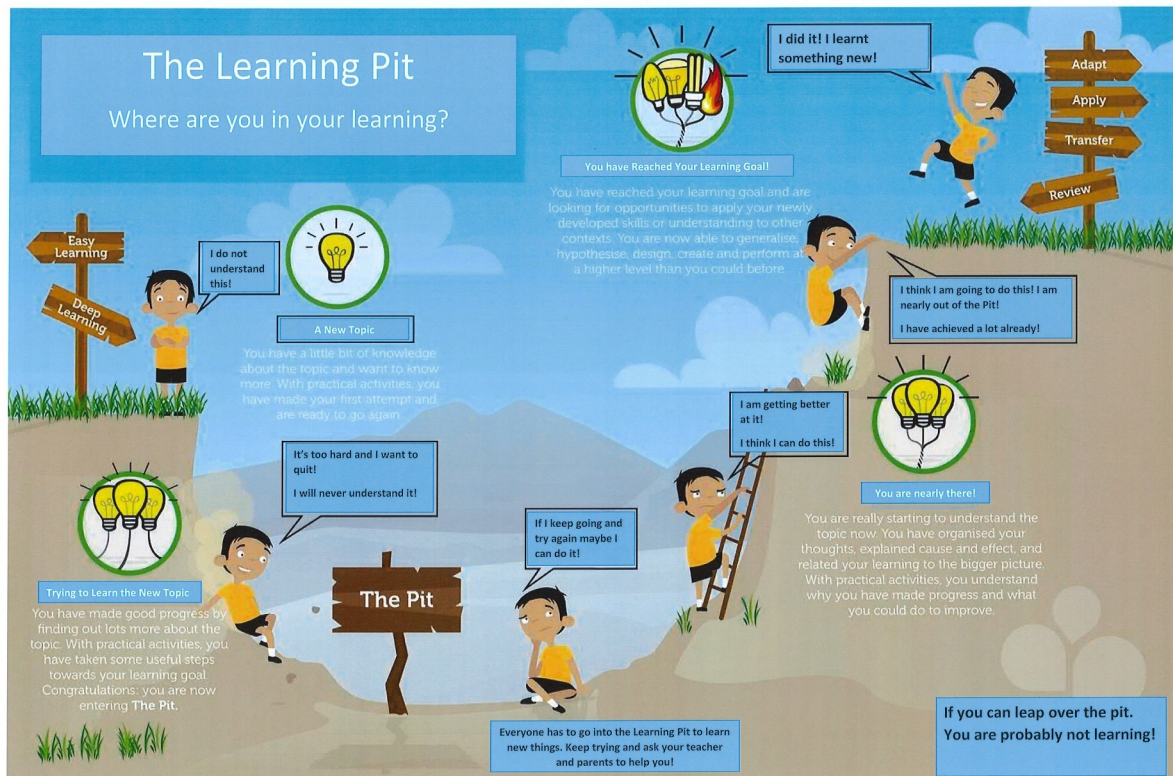


Our Instructional Model has a second part which highlights the focus of our lessons and what we expect the emphasis of our learning should be. We expect to move the students from the lower order skills at the bottom of the trapezium and up to the higher order thinking skills .

We want students to be creating new ideas and evaluating and analysing important information. These critical thinking skills are very important if we are to enable students to be flexible and prepare them for the jobs of the future. Many of the jobs that we are preparing our students for have not yet been created or invented and therefore it is important we ensure our students are adaptable and critical thinkers.

They must learn to make judgements, analyse information and create something new based on their research and experience. We believe that by focusing on theses higher order thinking skills that we will ensure our students are prepared in the best way for the challenges that lie ahead. All our work will be focused on moving students up the trapezium so that we can create the flexible, adaptable and creative thinkers of tomorrow.

# The Learning Pit



This Graphic is used in all our classes and demonstrates to the children the challenges of learning. The students learn to use the same, consistent language across the school as they reflect on their learning. They often talk to the teachers about being in the Pit and this tells the teachers and the parents that they are struggling with a certain concept. This understanding that we all face challenges in our learning is vital if we are going to develop resilience in our students and get them to understand that each of us, no matter who we are will face these challenges as they learn new concepts. We talk to the students about leaping over the pit and if they are able to do this for a concept they are probably not learning and we need to adapt the work to challenge them at a higher level. This graphic is also used at home by our parents when they are talking to the students about their learning and this has allowed the parents to get a greater understanding of where their children are in their learning journey.

### School Information

**School:** Lilydale Primary school  
**Address:** 63 Castella St ,  
Lilydale, 3140  
Melbourne, Victoria,  
Australia  
**Telephone:** 97351642  
**Email:** [lilydale.ps@edumail.vic.gov.au](mailto:lilydale.ps@edumail.vic.gov.au)  
**Website:** [www.lilydaleps.vic.edu.au](http://www.lilydaleps.vic.edu.au)

### 2020 Term Dates

Term 1 29th January to 27th March  
Term 2 14th April to 26th June  
Term 3 13th July to 18th September  
Term 4 5th October to 18th December

### School Hours

All children are required to attend School from 9 am to 3.30 pm.

First Morning Bell	9am (Students move into school to prepare for the day)
First Session	9.00 am – 11.00 am
Morning Recess	11.00 am – 11.30 am
Second Session	11.30am— 1.30pm
Lunch Recess	1.30pm – 2.15 pm
Bus Bell	3.15pm
Last Session	2.15pm – 3.30 pm



### 2019 Public Holidays:

Labour Day	Monday 9th March
Easter	Friday 10th April Monday 13th April
Anzac Day	Saturday 25th April
Queen's Birthday	Monday 8th June
Melbourne Cup Day	Tuesday 3rd November







### Supervision of Students

Teachers supervise the playground from 8.45am to 9am and 3.30pm and 3.45pm. Exits and crossings are supervised from 8.30am-9am and from 3.30pm to 4 pm. Parents are asked to plan for delivery and collection of children between the above times. Morning and lunch recess are also supervised. Students do not leave the school grounds during school hours without permission from the school and parents. Parents will be contacted if their child leaves the school grounds without permission.

### Flexibuzz

Our school uses the Flexibuzz App as a way of communicating with parents relating to excursions, school programs, timetable changes, newsletters and other general information regarding the day to day running of the school. The App can be downloaded for free from the App store and allows parents to message the school and keep up to date with all the organisational aspects of our school.

### Absences

The Department of Education and Training (DET) has a requirement that all children attend school daily. It is also a requirement that a written explanation must be provided to the class teacher immediately following any absence. Parents can advise the school of absences via the Flexibuzz App, Email to the teacher or leaving a message on the school answering machine (however a written note is still required). Parents will be emailed daily if there is no explanation as to why a student is absent from school. Permission must be sought from the Principal for any long term absence from school. Rules have been implemented by the Victorian Government since the 1st March 2014 and parents should seek further clarification from the school if their child is to be away from school for an extended period of time.

### Late Arrivals

Being punctual is a habit we strongly promote at Lilydale Primary School. If students are late (after 9am) they must be accompanied to the office and signed in. Children are often anxious or embarrassed and they can miss key learning concepts when they are late so we urge all parents to help their child to be punctual.

### Contact with School

Parents should normally expect to be able to contact the school at any time between 8.30 am and 4.30 pm. Parents are encouraged to arrange a visit to the school to discuss a problem. Please speak to your child's teacher or the Principal.





### **Lunch Orders**

Lunch orders are available every Friday as well as window sales of simple snacks during Wednesday lunchtime. The lunch orders are provided by our own Canteen manager who focuses on delivering a quality product at a competitive price. They include sandwiches, hot food, hot rolls, snacks and a selection of drinks. Please ensure that you provide the exact amount of money in a named envelope on days you would like your child to receive a lunch order.

### **School closures**

The school is closed on ALL public holidays and for four pupil free days per year for curriculum, reporting and staff professional development. Parents are notified of these days well in advance. Children do not come to school on these days.

### **Collection of Students**

Between the hours of 9.00am and 3.30pm parents who wish to collect their child from school are asked to report to the office. At the office please use the iPad in the office to sign out students and where possible please supply a note to the class teacher in advance on the day of early collection.

Parents/carers must notify the school if a friend or other person is to collect children early from the school.

### **Days of Extreme Weather Conditions**

In the mornings if it is raining heavily children will be let into the building at 8.50am At the afternoon dismissal time of 3.30pm, students will be held in classrooms if there is extremely heavy rain, gale force winds or danger of lightning strikes or fires. Parents are asked to go directly to their child's classroom to collect their child.

### Breakfast Club

Our breakfast Club is held every day and provides a breakfast for all students who would like one. The breakfast club is staffed by approved volunteers who all hold current Working with Children checks and supported by the Junior School Council. All students that attend the Breakfast Club have a choice of cereal, toast, and a variety of drinks.



### Play Lunch and Lunch Arrangements

Students are encouraged to bring a healthy lunchbox for snack and lunch. Snack could include cheese, fruit, vegetable sticks, dry biscuits and dip. Lunches may include sandwiches, wraps, or salads. Individual water bottles are kept in the classroom and students are encouraged to have regular drinks.

**Nuts and nut products can be brought to school UNLESS you are advised by the classroom teacher due to serious allergic reaction by some students.**

At school, students are encouraged to eat all their lunch, so please try and provide sufficient without being too much to manage. Lunches are eaten in classrooms or outside in the communal areas when the weather permits.

### Junior School Council

Student Councillors are elected by their peers in each level. The Junior School Council meets every fortnight with the JSC Coordinator and the students report back to their Level. It is the responsibility of the Junior School Council to organise themed days and to support the breakfast club. Students are also involved in the decision making process at the school. They are consulted about changes that will affect the student body and also report to the School Council directly about their activities. The students are involved in identifying resources that the students require and spending the money that they have collected to meet these needs. They also support a range of organisations and institutions such as the Royal Children's Hospital and State Schools' Relief.

### Student Leaders

We encourage students to be leaders in our school and believe that all our students have a role to play in our school. The students regularly help out in all areas including looking after the grounds and gardens, looking after our school chickens and being responsible for the cleanliness of our buildings. Our Grade 5 and 6 students have the opportunity to take a formal leadership role including School Captains, House Captains, Junior School Council Captain and Techsperts who look after the technology at the School Assembly, as well as other various responsibilities that help our school to be a real learning community.





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## School Uniform and Lost property

### School Uniform

The wearing of school uniform is compulsory. The uniform is based on the wearing of compulsory colours of Blue and Yellow. Dresses, T-shirts, windcheaters, jackets, shorts and track pants may be purchased through our uniform supplier, Lowes, at the Marketplace, Lilydale.

**Please label all school uniform items clearly with the child's name.**

### Naming of Articles

Clothing is an expensive item, so please make sure that everything is clearly labelled. It is also wise to check that your child has brought home all the articles of clothing that went to school in the morning. Names on labels tend to fade and eventually wear off, so please check them regularly. Please also ensure that all personal belongings are clearly labelled, eg lunch box, drink container. It is advisable to label any books or toys that are taken to school. We do not encourage children to bring expensive toys and games to school, as teachers are unable to supervise their use throughout the day, or accept responsibility for damage or loss.

### Lost Property

Lost property is located in the cupboards in the hall way next to the Art room. Parents and students are able to check for lost items. At the end of each term a display of lost items is held to ensure they are returned to their rightful owners.

### Personal Property

Personal property is often brought to school by students. This can include mobile phones, calculators, toys or sporting equipment. (Please note that all mobile phones must be handed into the class teacher before school for safekeeping. They can be collected by the students at 3.30pm). The Department of Education Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property. Parents/Carers

are asked to discourage students from bringing any unnecessary or particularly valuable items to school.

### Sun Smart

The school has a Sunsmart Policy, which makes compulsory the wearing of hats outdoors between September and May each year. Wide-brimmed and bucket hats which offer the best protection for the face, neck and ears are available as part of the school uniform. Baseball caps are not permitted as substitute sun hats.



## Safety and Security

### Parking

When picking up your child from the school please pay careful attention when parking and moving on Castella Street, Jones Street and Clarke Street as students will often be moving across these areas to be picked up. You need to ensure that you confirm with your own child the arrangement for a safe pick up and the time you will be arriving. Please contact the school if you are running a bit late so that we can arrange for your child to be supervised until you arrive. (After 3.45pm students will need to be taken to the EXTEND, OSHC program in the Gym.)

### School Crossing

It is essential that anyone crossing Jones St or Castella St to go home uses the school crossings. It is important that parents set an example as to how to use the school crossing and listen carefully to the directions of the school crossing supervisors, Wendy and Lyn.

### Leaving the school Grounds

Once within our boundaries in the morning students are not permitted to leave. It is important that parents reinforce this important message to students so that we can ensure their safety at all times. After school, students should see the yard duty teacher or come to the school office if their parent has not arrived at school at the expected time.

### Visitor's Book

All visitors including parent helpers and tradesmen visiting Lilydale Primary School are asked to sign on the iPad located at the Office and collect a visitor's badge to wear. As visitors leave they are asked to sign out and return the badge.





## Privacy

The school follows the requirements of the Information Privacy Act 2000 and the Health Records Act 2001 when handling student information. Parents are informed of the purpose for all information gathered and sensitive information such as personal information, phone numbers and Email addresses are not disclosed to other parents without permission.

## Student Photographs and Recordings

At Lilydale Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of the students are included on the school website. There are images of students usually in group photographs and identified only by the student's first name. We invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photos are published and students identified by first name and year only. We ask you to complete the photograph permission form in your information pack.





## Emergency Management

Detailed evacuation procedures are displayed in all areas of the school. Students regularly practice leaving their classrooms calmly and quickly to assemble at identified safe locations.

Parents should note the following in case of emergency:

- New fire danger ratings and warnings have been introduced in Victoria to provide clear direction on the safest options for preserving life.
- On days of Total Fire Ban the school will monitor the situation via 774 ABC and UGFM radio stations and appropriate websites.
- In some circumstances excursions will be cancelled on Total Fire Ban days.
- On Total Fire Ban Days, if students are absent from school, the Principal will interpret this to mean that those students are in the care of their parent/s or a guardian. Please contact the school as for a normal school absence.
- If there are fires in the area, the school will consult the Lilydale Police and Lilydale CFA before releasing students from school to ensure that it is safe to do so. If there is any danger, students will remain in the school buildings or their designated evacuation point until collected by a parent. A Flexibuzz message will be sent out
- On declared Total Fire Ban days (and at all other times) please ENSURE that you fill in the SIGN OUT book if removing your child from school between 9.00am and 3.30pm. This book is located at the office. Please sign back in if returning the student to school on the same day.
- In the event of a Lockdown, students will remain locked indoors with the class teacher until it is safe to resume normal school routines.
- During a Lockdown students can not be collected by parents.
- The school's only contact with emergency services during an emergency is the telephone. Please DO NOT USE THE TELEPHONE to contact the school during these times unless it is an emergency. Again you will be kept up to date via Flexibuzz.
- Parents are asked to make sure that HOME / EMERGENCY telephone numbers are kept current. Please advise school of any change.
- Parents will be kept up to date of incidents via Flexibuzz.

# Finance

School Council has considered the financial commitment of families very carefully. We are able to hold our parent contributions to a reasonable level when given significant support from our school community across a range of areas including assistance at working bees and fundraising.

Payments vary depending on the year the student is enrolled in. In addition excursions and other activities are on a 'Pay as you Go' basis. Amounts requested are the minimum amount considered essential to enable School Council and staff to continue to provide the high quality standards that we have come to expect at Lilydale Primary School.



## Parent Contributions

At Lilydale Primary School, we proudly provide a comprehensive, well-resourced learning program. Continually striving for high standards across all aspects of learning, we recognise the importance of providing necessary resources to ensure the achievement of our goals.

## Where your money goes

The Victorian Government provides for much of our school's basic operational requirements with a financial grant paid to the school in quarterly instalments. It covers items such as contract cleaning, gas and electricity, water rates, telephone, buildings and grounds maintenance, some curriculum support and staff professional development. In order to provide educational programs of a standard and quality expected in our community, and to fully meet the needs of our students, we require funds in addition to those provided by the Government. The Essential Education Items payments at Lilydale Primary School provides for:

- Curriculum resources eg library and reading books,
- Technology, equipment
- Sport and P.E. equipment
- Science, Maths, Music and Technology equipment
- Resources for Health and Inquiry Units.



## Health and Safety

Infections spread quickly at school. Home is the place for a sick child. If in any doubt please keep your child home. The school does not have the facilities to care adequately for a sick child. If you suspect a non-physical problem may be causing your child to be upset and not wanting to come to school please inform the school so that we can discuss the appropriate steps to change the circumstances into a positive outcome towards coming to school. If your child falls ill at school or has an accident particular where a head injury occurs parents or guardian will be called. An accident information sheets will be filled in for all students who come to the sick bay with an injury or illness. If you are unable to collect your sick child from school it will be your responsibility to organise a suitable arrangement for another parent or family member to collect your child from the sick bay.

## Medication

Should it be necessary for your child to take prescription medicine or tablets for non-infectious illnesses during school hours, complete written instructions as to dosage and time to be administered must be provided. Parents should hand any medication to Debbie in the Office.

**Under no circumstances should medication be in your child's possession. The only exception to this is a child's personal asthma puffer.**

Medications such as paracetamol may only be administered with written parental consent and should not be in your child's possession at school.

The school and the teacher should always be informed of any medical requirements (e.g. sight, hearing, speech, or any chronic illness such as asthma that needs constant medication) as well as any allergies that your child may have. Sensitive information is treated confidentially, but is most important for the child's







## Emergencies

Please help us to take the best possible care of your child by keeping the information on file at the office up to date (e.g. change in workplace, telephone, address). Two emergency contacts on the form are required.

## Liability for Medical Expenses

In the event a student is involved in an accident or sudden illness where the student may require medical attention or ambulance, all medical costs will be borne by the parent/guardian. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

## Head-Lice

Unfortunately head lice continues to be prevalent in all schools. Please notify the school if your child does become infected. It is advisable to check your child's hair at least once a week. Effective lotions are available from your local pharmacist. Note that all eggs need to be removed for treatment to be effective. Each year a detailed treatment procedure will be issued to parents. Students who have live head lice are excluded from school and must be treated prior to their return.



## Accidents at School

In the case of accidents or sudden illnesses the following procedures are used:

### Serious Cases

A teacher will give help and remain with the student until appropriate assistance arrives. The Principal is notified and the parents are immediately telephoned if possible.

If the school is unable to contact any parent or carer listed on the emergency form, medical treatment deemed necessary will be undertaken. If we believe the child is in need of urgent medical attention it is the policy of the school to call an ambulance. All of the medical costs will be the responsibility of the parents. Details of these cases are reported to the Department of Education and Training (DET).

### Minor Cases

When a student becomes mildly unwell or suffers a minor accident, appropriate first aid is given and the student is supervised. If appropriate, the parent is then contacted and asked to collect their child from school.



## Community Partnership

### Parent Participation

From the time you enrol your first child you are encouraged to share in all the activities to do with the school.

### Why be involved?

You have been educating your child since birth, and parents and teachers are partners in your child's learning once he or she commences school.

Your child is always the central focus in this partnership. Parents can help in many different ways. Not all parents will be able to help at school during the day, but all parents can contribute in some way. In particular, you can be involved in what your child is doing at school by:

- being a good listener to your child
- reading with your child regularly
- talking to your child about school
- getting to know your child's class teacher
- support your child with any school homework and seek advice from the class teacher about the nature of the task
- talking to the teacher about your views and ideas
- attending meetings and information sessions where the staff explain various aspects of the curriculum
- taking part in student/parent/teacher reporting meetings
- working in the classroom with your child and the teacher as the opportunity presents itself.
- supporting your child with work they bring home



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

### Parent Helpers

Parental help is vital in ensuring that students make the progress that they are capable of. We will be looking for volunteers during 2020 to assist students with their learning. Parents who are interested in helping out at school should contact their class teacher for further information. A Working With Children's Check is required for anyone wishing to help with students.



## School Mission:

Through reflective and collaborative practices, we will create a positive, safe, and inspiring learning environment that promotes a strong sense of community and ensures child-focused decision making to develop confident, motivated and aspirational students who enjoy learning”

## School Vision:

At Lilydale Primary School our students will grow to be strong respectful individuals, they have an understanding of their ability to educate and empower each other as well as themselves. Our students learn to be kind, caring, creative and inspired.

# School Council

Every State school in Victoria is responsible to the Department of Education and Training and to its community through its School Council for the school’s curriculum and organisational policies. This responsibility is exercised within State policies and guidelines such as Equal Opportunity requirements, Schools of the Future accountability requirements and audit provisions.

All parents of children enrolled at the school are eligible to offer themselves for election to School Council and to vote at School Council elections. Elections are usually held in February.

The Constitution of Lilydale Primary School Council provides for a membership of 12 people, made up of:

7	Non-DSE employees (parents)
4	DET employees (staff)
2	Community representatives (optional)

Membership of School Council is for a 2-year term with half the membership retiring in February each year.

Current School Council Office Bearers are:

President	Peter Carswell
Vice President	Kelly Dohle
Secretary	Michelle Matthews

The School Council reports to the School Community through the school Newsletter and at the Annual General Meeting, at which a printed Annual Report and Audited Statement of Accounts is presented. Meetings are held at least twice each term.

Interested parents are welcome to attend ordinary meetings of School Council as observers and are able to attend any sub-committee as a full member.

## School Diary

Students in Level 3/ 4 will be given a school diary that will be used by the students, staff and parents. This diary will supplement the communication that already exists within the school and will form part of an ongoing plan for improved communication across all areas. A diary is optional for Year 5 -6 students.

### Purpose of the Diary

**Organisation-** To help students become well organised, record homework and assessment tasks, reminders, results and messages.

**Communication-** To support home and school communication. Parents/carers and teachers are encouraged to write notes in the diary, to share relevant information about the student and school

**Information-** To provide the student and their parent/ carer with some general information about the school.



### Communication/Student Reports

Communication is vital in the workings of a modern school so that all stakeholders understand how they can access information and be kept up to date on the progress their child is making at school. Improving all aspects of our communication strategies is an ongoing priority so that information is easily accessible to all. You can find out information about the school through:

Our Whole School Newsletter (Weekly)

Flexibuzz Communication App

The School Website

Letters and Permission notices

Reports

Parent/Teacher Evenings

Student/Teacher and Parent Conferences

Class Teacher Emails

Student Reports

Student reports will be completed by teachers and distributed to parents at the end of each semester. The reports will give parents an opportunity to see how their child is progressing in relation to the Victorian Curriculum.







## Sentral

In 2014 the school implemented the Sentral Administration software which allows staff to record the students' progress towards their learning goals and report against the Victorian Curriculum criteria. This system allows us to carefully track students and identify areas of concern. Staff use this program to report to parents.

## Parent/Teacher Meetings

During Term 1 parents are invited to attend a Parent/Teacher meeting to share information and ensure that your child is enjoying a settled and engaging start to the year. At the beginning of the Second Semester, a three way conference will be held. This involves discussions between the teacher, parent and child and focusses on the development of learning goals as well as sharing the learning that the child has already achieved. These conferences focus on the partnership between the teacher, parent and child in ensuring that the child is making the kind of progress that should be expected and sharing information that might be pertinent to the development of goals. We encourage students to be responsible for their own learning and to set goals for the semester. A written report and portfolio of student work is presented at the end of each semester with an option of a parent/teacher meeting.

## Curriculum & Enrichment Activities

### Curriculum



From 2017 the Victorian Curriculum F-10 has been implemented within Victorian schools. The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards. The general capabilities outlined in the Victorian Curriculum, are addressed explicitly in the content of the learning areas. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational

Goals for Young Australians (MCEETYA 2008) that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Melbourne Declaration identifies essential skills for twenty-first century learners – in literacy, numeracy, information and communication technology (ICT), thinking, creativity, teamwork and communication. It describes individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.

The general capabilities encompass the knowledge, skills, behaviours and attitudes that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They complement the key learning outcomes of the Early Years Learning Framework (COAG 2009) – that children have a strong sense of identity and wellbeing, are connected with and contribute to their world, are confident and involved learners and effective communicators.

The Victorian Curriculum includes four capabilities:

- Critical and creative thinking
- Personal and social
- Ethical
- Intercultural





The Victorian Curriculum also addresses the cross curricula priorities of:

Aboriginal and Torres Strait Islander histories and cultures will allow all young Australians the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on our world.

Asia and Australia's engagement with Asia will allow all young Australians to develop a better understanding of the countries and cultures of the Asia region. Students will develop an appreciation of the economic, political and cultural interconnections that Australia has with the region.

Sustainability will allow all young Australians to develop an appreciation of the need for more sustainable patterns of living, and to build the capacities for thinking and acting that are necessary to create a more sustainable future.

At Lilydale Primary School we include these capabilities and cross curricula priorities within the subject areas of: English, Mathematics, Science, Humanities, Technologies, Language, Visual and Performing Arts, and Health and Physical Education .



## The Arts

### Visual Arts

Students attend Art class for an hour a week with Specialist Art Teacher Michele Kennedy. Extension art classes are also held for some students in Level 5 and 6.

The Visual Arts program exposes students to a number of artists and styles, enhancing their Art appreciation and the impact of Art in society. Students experiment with a variety of techniques, materials, processes and technologies. They are encouraged to develop their creativity and imagination. Each year students' work is displayed in the Lilydale Primary School Art Show, where the Art Room is transformed into a "Sea of Art". Students feel tremendous pride showing off their Art pieces to their family and friends. Over the years students have created many Art works for the school grounds which brighten up the school and create lasting memories.

### Performing Arts

The Performing Arts Program consists of weekly Music sessions for all students. Lessons develop students' understanding and appreciation of music and musicians. Song, dance and instruments are incorporated into lessons. Students in Level 3 learn the recorder and those in Level 5 and 6 learn keyboards. All students are involved in the annual School Performance and also the Christmas Concert. Students in Level 3—6 have the opportunity to join the Choir, which performs at many local events. Students also have the opportunity to have keyboard or guitar lessons through external teachers who come to the school.





### Book Club

The school acts as an agent for Scholastic Australia who offer books at reasonable rates. Catalogues are distributed approximately every six weeks, with a return date advertised in the Newsletter.

### Swimming Program

The Swimming Program at Kilsyth Indoor Pool has continued to provide quality tuition in water safety, swimming and survival skills at all levels and is completed in Term 1 every year.



### Incursions, Excursions and Camps

Excursions and visits to the school by performers and speakers, which are an integral part of the curriculum, are arranged from time to time during the year. In planning these, the staff takes into account the educational experience to be gained and the costs to parents. The School's policy is that no child should miss out on these experiences if it can be avoided. No child will be permitted to attend our excursion or camp unless full payment is made prior to the event or the issue has been discussed with the Principal. No child can be taken on an excursion outside the school's immediate neighbourhood unless written permission and authority to take emergency action in the case of accident or serious illness has been received from the child's parent or caregiver.

### Camp Timetable

Prep–Grade 1	A night of Activities back at School
Grade 2	Sleepover at the School
Grade 3/4	Adventure Camps
Grade 5/6	Odd Year—Canberra Even Year—Sovereign Hill

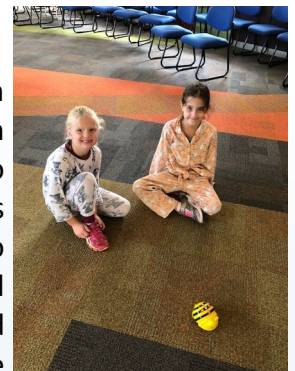
### ICT in the Curriculum

At Lilydale Primary School computers are an important educational tool integrated across the school curriculum. Students have access to the school's computer network in the classroom through desktop computers and iPads in all levels. The Bring Your Own Device (BYOD) iPad program commences in Level 3 continuing to Level 6. Students also have access to a wide variety of ICT experiences and will develop a range of useful skills. Digital cameras, data projectors and interactive whiteboards feature as tools that students become familiar with. Activities include word processing, problem solving in real life situations, animation, mathematics, language, spreadsheets and databases, use of Power Point and topic related software including graphics and drawing, digital movie making and computer animation. Keyboard skills are also emphasised. Students have supervised and structured access to the DET Internet cache. Students have access to the Computer lab twice a week. The school has an internet usage policy and both students and parents need to sign a contract which outlines acceptable computer and internet usage.



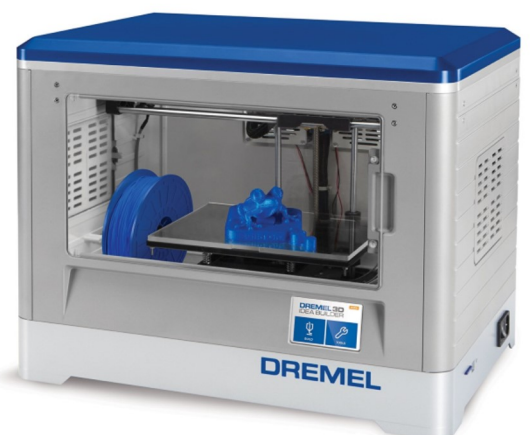
### Robotics and Coding

At Lilydale Primary School we are concerned to prepare our students for a future in which computer programming or coding will be an important part of everyday work life. In order to give our students the best possible start we use a program called CODE.org to track and monitor students skills in computer programming starting in Prep. The students then use this knowledge to apply to the robots that we have at the school. The Prep to Two students use Beebots which can be programmed on the bot itself, the Grade 3 and 4 students use Ozobots which can be programmed using a computer or simple lines and colours that have different meanings. The Grade 5/6 students use Spheros which are advanced robots that can be coded in very complex ways. The students also use these robots and coding skills in all areas of the curriculum to demonstrate their understanding of various concepts



### Computer Aided Design

We have introduced Computer Aided design into our curriculum. This involves the students in the study of the Design process and how this can be used to solve real life problems. The Makerbot digitisers allow students to scan in their prototypes and alter them digitally on the computer. These images can then be three dimensionally printed using one of our three 3D printers.





### School Garden

The School has a well-established vegetable garden and composting program which produces fresh food grown by the students. We also have chickens which the students can help to look after. The students collect the eggs daily and they learn to appreciate where different food comes from.



### Japanese

Japanese is taught to all students from Prep to Year 6 and includes common greetings, number work, colours and developing into whole conversations. Our experienced Language Teacher Karen Daire ensures that the students are fully engaged in language learning with hands on activities that stimulate the students understanding of the Japanese language.

### Healthy Eating and Physical Fitness Policy

All students are encouraged to drink water in class, as well as during and after physical activity.

The school encourages all students to eat fresh fruit daily.

Confectionery and high sugar drinks have been removed from the lunch order service.

All students take part in weekly PE and sport programs. Level 5 and 6 students participate in Interschool Sport. Students are involved in additional Sports programs and clinics throughout the year such as Bowls, Gymnastics, Soccer and AFL.

The school takes part in Ride2School and Walk2School days and organises a series of health related fitness activities at school throughout the year.

### Premier's Reading Challenge

Lilydale Primary School takes part in the Premier's Reading Challenge. Since 2005, the Challenge has promoted the importance of reading among students in Victorian schools and encouraged families and parents to be more involved with supporting children's reading in and beyond school. Parents with children who are new to the Challenge will soon find out that this challenge provides an easy and fun way for children and young people to record their reading as they try to reach the set reading targets. Those parents with children who have participated in previous Challenges will know that, apart from the intrinsic rewards reading provides, there are certificates of achievement for those learners who reach their reading targets. Last year, our students read over 1,000 books during the challenge and we hope to better this in 2019. We expect that all the students at Lilydale Primary School will continue to improve their reading skills and stamina by taking up this challenge.

## Reading and Maths

Resources for use at home at and at School



At Lilydale Primary School we are always looking to identify new ways that we can enhance the learning resources available to our students. Lilydale Primary School introduced Sunshine Online to our school in order to provide extra resources for teachers and parents who want to encourage and consolidate their child's learning.

This web based resource provides books and activities for students to use both in the classroom and at home. As part of the subscription it allows parents and teachers to access:

Over 550 levelled books to supplement the books the students are already using

Over 1000 interactive activities to support learning in Literacy and Numeracy

High frequency word lists

Extra fiction and non-fiction titles in the "Bookshelf" area levelled to the students' needs

Letter blends resources

Word Families resources

Indigenous Titles

Numeracy activities



A subscription to Sunshine online for parents would normally cost **\$99** per family but through our subscription parents can access these wonderful resources for **free**. In order to access our subscription you should go to **[www.sunshineonline.com.au](http://www.sunshineonline.com.au)** or click on the link on our school website.



Students in Grade 3 to 6 will be involved in a one to one iPad program.



## The iPad program for Grade 3 to 6 Students 2019



Meet Paddy our iPad Program Mascot

### Features of the One to One iPad Program

The iPad is a tool to support high quality learning experiences and we are focused on consolidating the following features

#### **Explicit Teaching of the basics**

The iPad allows staff to demonstrate and share ideas quickly and easily and allows the students a platform for them to demonstrate their knowledge.

#### **Focused individual conferencing and feedback**

Records and goals can be kept of individual progress and shared with all stakeholders.

#### **Reciprocal teaching**

The iPad allows students to create and collaborate with each other on projects that allow them to teach other students and audiences about what they have learnt.

#### **Real life and open ended tasks,**

Students have access instantly to real life examples, knowledge and research material.

When thinking about introducing this program we felt it was very important to have some very clear strategies as to how we use the iPad in school and what its purpose was. We came up with the following points

**Task not the App** It is vital to remember that the iPad is a tool for learning and that the most important aspect of our work will be the learning that the teacher has planned for.

**Screen Time**- Students will not be on the iPad all day every day, they will be used when it is appropriate to do so.

**Use of Books etc.** Students will still write, practise their handwriting and spelling, read books, complete maths tasks, build models etc. The iPad will be used to enhance the learning program not take over from it.

**Student Rules**- The students will have a clear set of rules as to how, when and where the iPads can be used and what for. There will be consequences for students failing to follow the Acceptable Use Agreement.

## Student Engagement and Wellbeing Plan

The Student Wellbeing Policy outlines expected behaviours of students at Lilydale Primary School.

**‘The school endeavours to promote a healthy, supportive and secure environment for all children and to raise awareness of what makes students resilient, to develop strategies to reduce vulnerabilities and increase coping skills.’**

Lilydale Primary School is “a community of children, teachers and parents” which encourages excellence in our

- learning and teaching
- care of each other
- contribution to society
- care of our environment



As with all communities, there are basic principles needed to ensure that the rights of our members are protected and that they are free to pursue the aims we value.

- All individuals are to be valued and treated with respect.
- Students have a right to work in a secure environment without intimidation where they are able to develop their talents, interests and ambitions.
- Parents should expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights and property of others are encouraged.
- Teachers should expect to be able to teach in an atmosphere of order and co-operation.
- Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.



Lilydale Primary School implements wellbeing support structures and programs which prioritise and address the identified needs of individual students or the school as a whole.



The school maintains programs such as:

Better Buddies

Student of the Week Awards

Hall of Fame (For achievements outside school)

Transition Programs

Restorative Practices

Junior School Council

Leadership Skills

Multi Age Groupings



The school provides the following support structures:

Monitoring of and responding to protracted student absences

Trauma Management Process

Protocol for Mandatory reporting

Student Support Groups for Students in need

Expected Behaviours checklist/Consequences

Student Wellbeing Support



The school also has access to outside services to provide support for students, staff and families:

Department of Education and Training

Psychologist

Speech Pathologist

School Nurse

CAMHS (Child and Adolescent Mental Health Service)

Anglicare

Family Care



This Information booklet is designed for you to understand the programs, policies and procedures of our wonderful school. We believe in developing all students to their full potential and developing programs that emphasize the importance of hard work, enthusiasm and having a go. Our School values underpin all our work and we believe passionately that all students can make progress through support, extension and tasks that relate closely to real life situations. We are sure that you will find this booklet useful as you decide where to educate your child.

If you have any questions relating to the information contained in this booklet or would like to arrange a tour of our school please do not hesitate to contact us on the telephone number or Email address below. We look forward to hearing from you soon and starting to discuss how we can maximize the learning potential of your child.



## Lilydale Primary School

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