Parent Handbook

Loxton Lutheran School Inc
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Educational Excellence
Together in Christ
Ver.5.0 August 2016
A safe place for all
- members
- visitors
- children
- students
- workers
- volunteers

If you feel that you have been sexually harassed or abused within the Lutheran Church of Australia, including Lutheran schools:
- phone 1800 644 628,
- email report.abuse@safeplace.lca.org.au
- or write to:
  The Supervisor
  PO Box 519
  MARDEN SA 5070
COMMUNICATING WITH STAFF

Parents are invited to have frequent contact with teachers.

For more than a few minutes, an appointment at a mutually suitable time should be made.

Please contact the Front Office to arrange an appointment.

The Principal is always prepared to speak with parents – please ring the school office to make an appointment.

Messages regarding illness, absenteeism and pick up times will be relayed via the school office.

UNIFORM SALES

Manager: Bianca Miller

Opening hours

Monday: 2.30pm – 3.00pm
Wednesday: 2.30pm – 3.00pm
Thursday: 2.30pm – 3.00pm

Parents are welcome to send a uniform order to school using the form found at the end of the Parent Handbook. Order forms are also available from the School website. Payment on the day is preferred. Occasionally orders are filled and items sent home with children, when parents are unable to come to school. Payment in these instances is expected within 7 days.

MUSIC LESSONS

The following teachers hold lessons (on a private basis) during school hours or privately.

If you wish to enrol for lessons please contact the music teachers on the numbers below.

KARYN SKEWES
0414 253 956

Piano & Singing
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Welcome to Loxton Lutheran School

We are a Christ-centred caring community providing quality Christian education where individuals are challenged to achieve their potential.

We believe that it is most important that the children develop relationships which are built on the Gospel values of:

- **Love**
- **Compassion**
- **Service**
- **Courage**
- **Quality**
- **Hope**
- **Justice**
- **Humility**
- **Forgiveness**
- **Appreciation**

Our logo contains the following elements:

**The cross**, which reminds us of the ultimate sacrifice that Jesus made for us and identifies us as being his followers.

**The dove** signifies many things:

- The Holy Spirit and the peace of God.
- The new beginning in life as we follow Jesus.
- The abundance of new beginnings for the students in our school.
- The dove’s wings, outstretched beyond the boundary, signify that LLS encourages children to spread their own wings and reach their greatest potential spiritually, mentally, physically and socially.
- The dove is moving towards the cross, signifying LLS’s emphasis on Christian values and keeping our eyes fixed on the cross.

**The water** is a reflection of Loxton’s position on the river and it reminds us of our baptism and salvation in Christ.

**Educational Excellence - Together in Christ**
AIMS
Loxton Lutheran School aims to be a Christian partner with parents as they educate their children in an ever-changing and challenging society.

We aim to provide:

- a quality education which develops students' talents and competencies to their personal best
- a setting where children can respond to God’s Word through worship and Christian living
- an education in the Christian faith where students have opportunity to come to know Jesus Christ as their personal Saviour and learn about God’s Word and its place in their lives
- a setting in which students can worship and practise Christian living and service
- educational opportunities to all students - whatever their level of need
- an environment in which students can develop self-confidence, optimism, high self-esteem and respect for others
- opportunities for students to develop their cognitive, social, emotional, physical, creative and spiritual selves within a positive and supportive community
- a foundation for further education and training in terms of knowledge and skills, respect for learning, adaptability, and positive attitudes for life-long education

ACCIDENT INSURANCE
All Loxton Lutheran School students are covered by student accident insurance for a 24 hour/365 days per year cover.

The School Council has included this cover for all students in their school fees.

An information sheet providing details of this insurance is available upon request.

ASSEMBLY
A whole-school assembly, conducted by the children, is usually held every second Friday at 2:30pm in the LIFE Centre. Parents and friends are welcome to attend.

Parents will be advised at other times when special assemblies are planned.

ASSESSMENT AND REPORTING

ASSESSMENT
Student progress and attainment is assessed regularly using a variety of methods;

- student task analysis
- curriculum-related assessment tasks
- teacher observation
- standardised tests
- student/teacher interviews
- student self-assessment
- outcomes checklists
- developmental continuum referencing

Student progress is continuous and as such is continually assessed and reported on throughout the year.

This practice provides regular feedback to students, parents and teachers so that all concerned have the opportunity to be active and informed participants in the learning process.

REPORTING TO PARENTS
The following is general practice:

Term 1 – Parent/Teacher Interview (student-free day near the end of Term 1)
Term 2 – Formal written report
Term 3 – No formal reports, but interviews are available at parent or teacher request.

Term 4 – Formal written report

PARENT/TEACHER INTERVIEWS
Parent participation in student learning through active communication and co-operation with teachers is encouraged. Teachers are available, by appointment, whenever parents wish to discuss their child’s learning needs.

Parent/Teacher interviews provide another opportunity for parents to meet with class teachers and specialist teachers. These are held near the end of Term 1 as advised through the school newsletter and can also be negotiated for Term 3 if required.

NAPLAN Assessments
The Australian Government wishes to collect background information on all students in Years 3, 5, 7 and 9 across Australia. Schools are required to participate in this process as part of their Resource Agreement to receive government recurrent funding.

The Australian Government wishes to use the data provided to help it measure progress towards achieving the National Goals of Schooling and all States have agreed to work towards the achievement. The information from each student will be linked with the benchmark Literacy and Numeracy Assessment results for that student. Students from SA Independent schools will undertake the National Assessment Program – Literacy and Numeracy (NAPLAN) tests in Term 2.

Parents of children in Years 3, 5 and 7 will be asked to complete a form which asks for information on:

- the child’s gender
- whether the child is from Indigenous or Torres Strait Islander background
- languages spoken at home
- country of birth
- parents’ education levels (school and non-school)
- parents’ occupation groups

The information will be kept securely in the school’s record storage system and may be reused when the students move into the next year of benchmark assessments. For example, information collected for a Year 3 student may be used in Years 5 and 7.

ASSOCIATED CONGREGATIONS
Bookpurnong, Concordia, Meribah, Myrla, Taplan and St Peter’s Lutheran Congregations are supporters of Loxton Lutheran School and welcome interest in their individual programs.

Information about these congregations is available from the Lutheran Ministry Centre ph: 8584 5522.

ATTENDANCE
The attendance of children is governed by the same laws as for those attending DECD (Department of Education and Child Development) schools.

Parents are asked to notify the school by telephone (prior to 9:30am), written note to the teacher, or email if a child is absent. The law requires a reason for each absence to be recorded.

No child is permitted to leave the school grounds before home time without a note from parents and permission from the office.

Students arriving late or leaving early need to be signed in or out at the front office.

BAPTISM
Lutherans believe that baptism is a gift from God through which we become members of God’s family and receive forgiveness of sin, eternal salvation and saving faith.

Students who are not baptised may express a desire to be baptised. Parents who wish their child to be baptised and/or
would like more information about baptism may contact their class teacher or one of our two Lutheran pastors who support the school.

The pastors of the School’s associated congregations are available to all Loxton Lutheran School families to assist with baptism arrangements or any other spiritual or personal needs. Families may request students to be baptised during their class church visit.

**BICYCLES**

As a general rule, road safety experts recommend that children under 7 should not ride bicycles to school. All children riding a bicycle to school must wear an approved safety helmet and park their bicycles carefully in the bike rack behind the school house.

**Bikes are not to be ridden in any part of the school grounds during normal school hours.** It is particularly hazardous in the car park.

Where practicable, we strongly encourage students to ride their bikes to school as an alternative to car transport.

**BOOKS & STATIONERY**

Exercise books, stationery and some text books are purchased by parents at the beginning of each year.

Items are ordered through our suppliers and parents receive an account during the summer vacation. Collection of stationery is held in the week before students return to school and the dates are advertised on the itemised account as well as in The Loxton News. Payment is to be made on the stationery collection days.

Teachers will advise students which books are to go with them to the next year level.

All children from Year 3 will receive a Bible from the residents of the Riverview Rest Home, which is to be kept at school.

When stationery items need replacement, the class teacher will organise the replacement with the Book Room Manager.

**BUILDING RELATIONSHIPS**

There are many opportunities to relate informally and build relationships with staff and each other at LLS. These include:

- social activities as organised by the Parents and Friends (P&F) and Class Carers.
- attending congregational visits
- attending information evenings
- attending special school functions
- staying after school worship for tea/coffee
- supporting school Continental
- working bee/canteen/sub-committee involvement

**BUS**

**Government School Buses**

Some students of Loxton Lutheran School may be eligible to travel using this free service. Please initially direct any enquiries of a general nature to our school office. Enquiries relating to a particular route should be directed to our Principal who will then refer the matter to the relevant school who manages that particular bus route.

Application forms are available from our school office.

**Loxton Lutheran User Pays Bus Service**

Our School provides two bus services for our students who live out of the township of Loxton and who are ineligible for transport via the Government bus service.

Currently, one bus services the Loxton North, Lyrup and Berri area, while the other completes a loop via Moorook, Glossop and Berri. These routes are reviewed as the needs of the school change.

Whilst there is a cost to families for students travelling on these buses, families who commit to using the service on a full-
time basis receive the service at a much smaller rate.

In conjunction with these two services, we can also provide transport morning and afternoon to and from the Out of School Hours Care (OSHC) in Loxton. There is a small fee for this service and it is essential that a booking via the school office is made prior to use.

**Bus Safety**

It is a condition of bus travel that students will correctly wear a seatbelt when provided. This expectation is part of our bus behaviour code and is in place to ensure the safety of all passengers. This is now a requirement of travel on our buses.

**Catching the Bus after School**

All children who catch a bus meet at the Administration building at the end of the day. The supervising teacher or bus driver will check them off a list as they board the bus.

Older students are responsible for crossing their own name off the list when they know they are not catching the bus on a particular day. The bus list is kept near the Reception desk in the Administration building.

Parents must also advise the office if they decide to collect their child from school on a day their child would normally go on the bus.

This information is required in order to ensure an accurate list is prepared for the end of the day bus procedures.

**Taking Friends Home on the Bus**

It is important for families to know that all students who travel on a School Bus need to be approved for travel on that particular run.

There are quite often instances where other children request to go home with an approved bus traveller on their run. These children must arrange for a Temporary Bus Pass, even if they are already approved to travel on another run. There will also be an issue of cost if the User Pays bus is involved.

Part of the approval process is ensuring that there is sufficient seating available on the bus for additional travellers.

It is suggested that a parent of the "host" child arrange for the approval of all the extra children that wish to travel with their child. It must not be assumed that there will be sufficient room and that automatic approval will be given.

**Temporary Bus Passes will not be issued without a written request from a parent.**

**Bus Behaviour**

Students who travel on any school bus are expected to behave appropriately and obey instructions given by the driver. Any students who do not do so will be reported to the Principal and parents will be informed.

Appropriate consequences may be applied as per our Behaviour Management policy. Extreme misbehaviour of a student may result in him/her being suspended from the bus service. The school reserves the right to apply appropriate consequences for misbehaviour while students are using the bus services.

**Travel Allowance**

The Government of South Australia offers families who live more than 5kms from their closest bus stop the opportunity to make a claim for car travel. If you think you may qualify for this, and do not already claim, forms are available at the front office.

**CAMPS AND EXCURSIONS**

Opportunities for students to learn outside the classroom are undertaken at various times throughout the year. Adequate notice will be given to parents prior to each excursion, including details of the excursion and a consent form.
A general consent form to cover incidental excursions within Loxton township and surrounds (10km radius) is signed by parents when the child commences school.

OUTDOOR EDUCATION

Outdoor education activities are defined as those that occur out of the classroom. These experiences provide an experiential style of learning. They offer opportunities for the development of a range of skills, attitudes and understandings not readily accessed within the confines of the classroom.

Classes participate in excursions which are specifically designed to enrich the classroom program.

Students in Years 2 to 7 also have the opportunity to participate in class camps. These are arranged by class teachers with Year 7 students going on a 5 night, 6 day trip to Canberra with other schools from the Loxton area.

The camp program offers further opportunities for students to develop:

- social skills
- communication skills
- problem-solving
- independence
- decision making
- teamwork
- initiative
- self-sufficiency
- understanding of environmental issues
- general, local and historic knowledge
- a wide range of physical, practical and manipulative skills.

Parents are informed about camp plans at the Parent Information Evenings held early in Term 1. Details of the camp’s objectives, cost and practical requirements are provided in writing closer to the camp date.

A complete copy of the LLS Camp and Excursion Policy is available on request.

Canteen

The School Canteen provides healthy lunches and other food items at a reasonable cost to parents. The canteen is open every Monday, Wednesday and Friday.

A price list is sent home at the beginning of each year and whenever there are significant price changes during the year. A copy can also be downloaded from the school’s website.

Lunch order bags can be obtained from the classroom or canteen, or plain paper bags can be used with the child’s name, class, lunch order, total price, money enclosed and change required clearly labelled.

Lunch orders must be placed in the class lunch box within the classroom before 9.30am.

Students arriving late to school will need to deliver their orders directly to the canteen. Students who forget to place an order may do so (from a limited selection) by recess time. Students without any lunch at lunchtime will be given whatever is available with an ‘amount owing’ slip sent home.

Students may order recess items on their lunch bags. These items are to be clearly marked “R” (recess) and may be collected from the canteen at recess time.

Parents are rostered to work in the canteen. The canteen roster is sent home each term. In addition the fortnightly roster will be included in the School ‘Happenings’.

CAR PARK

Morning Drive-through Area (Kiss and Drop)

- Park as close to the left curb as possible
- Only allow children to alight from your vehicle on the left side
- If the boot or tailgate needs to be opened to remove bags, please do this quickly!
- Be considerate of those behind you and do not linger
• Children are to access the school through the Junior Primary playground area

**Car Park Area**

To keep the children safe we require them to gather near the basketball court after school, under teacher supervision where they await the arrival of parents and/or caregivers.

**Children need to be seated on the benches and no child is permitted to play on the equipment.**

Parents collecting children by car are asked to pull into a parking space and then personally collect their children. Please do not call them to run across the park.

Only use the marked walkway zebra crossing if moving from one side of the car park to another.

When walking to or from classrooms with children, walk through the basketball courts and not the car park area.

Once you have collected your children, they are under your supervision and are expected to stay with you (not climbing on equipment, running around etc).

For the sake of safety we ask you to observe the following car park rules:

- driveway speed limit is walking speed
- park within the white lines
- please collect children as promptly as possible
- children are to walk their bikes in the car park area

Children who have not been picked up by 3:35pm will be taken to the front office where they will wait until their transport arrives.

**Disabled parking spaces** are situated near the Administration building.

The space nearer the administration building is now reserved for disabled parking at all times.

The space nearer Luther Road has timed restrictions – with disabled parking only between 8:30am to 9:15am and 3:00pm to 3:45pm

There is also a short term park – 10 minutes only - available close to the Administration Building exit.

**CHOIR**

Students from Year 5 to Year 7 are encouraged to join the Riverland Primary Schools’ Festival Choir which performs at the Chaffey Theatre at the end of Semester 1.

Occasional opportunities (eg Carols by Candlelight) arise for students from all year levels to be involved in a school choir.

**CLASS CHURCH VISITS**

Each year, classes visit a supporting congregation. The dates for these visits will be available via the School ‘Happenings’ or class newsletters.

Students are actively involved in assisting worship in a variety of ways including presenting Bible readings or dramatic skits, leading prayers and songs and/or providing art work.

The purpose of these visits is for students and their families to participate in a meaningful worship experience within a supporting congregation. Parents are strongly encouraged to support these events.

**COMMUNICATION AND CONTACTING THE SCHOOL**

At LLS there is an emphasis on teachers and parents working together in partnership.

We understand that when teachers and parents work cooperatively together, it is the students who benefit.

Over the years a range of strategies have been developed to assist parents to be involved in their children’s schooling and have an understanding of the learning process.

Parents are most welcome to meet with teachers to discuss their child. In order for this to happen effectively an appointment must be made.
During the busy periods, immediately before and after school, teachers are available to parents and students in the class for brief general messages about the day ahead or informal greetings. Parents wanting to discuss their child’s progress or the class program are asked to make an appointment at a time when the teacher can give their full attention.

Appointments can usually be made from 3:45pm on any day except Tuesdays, which is when Staff Meetings are held.

- For specific information about your child and the class program – contact the class teacher.
- For information or queries about specialist subject areas (e.g. PE, German and Arts/Technology) contact the Specialist Teacher in charge.
- For information about fee payments or accounts contact the Business Manager.
- For information about the Parents and Friends Association contact the P & F Chairperson.
- For information about the Learning Support or Extension programs contact the Learning Support Teacher.

WHEN TO CONTACT THE PRINCIPAL

The Principal is vitally interested in parents’ views about the general direction of the School.

Some parents write letters which are complimentary and/or indicate suggestions or concerns.

Others discuss their ideas informally or book a meeting time.

Sometimes you may wish to speak to the Principal about matters that have not or cannot be resolved with the class or specialist teacher.

If there are confidential personal concerns that are important to your child’s progress at Loxton Lutheran School, do not hesitate to make an appointment with the Principal.

CONCERT/MAGAZINE

A whole school concert / Musical is held during Term 3.

A school magazine is produced in Term 4 every year. Each family receives a magazine, the cost of which is covered by a levy included with school fees.

COMPUTER TECHNOLOGY

We have a fully equipped computer room available for classes to use as required. In addition there are pods of computers available for individual or small group use in all class rooms.

iPads for students in Years 3 to 7 have been introduced. Children are encouraged to use the iPad as a tool to support and enhance their learning both at school and at home.

ICT skills will be taught within the context of programmed classroom experiences which are designed to better equip students for today’s digital world. These may include understandings in a range of areas such as information processing, design, mathematics and literacy.

It is also expected to encompass:- social media awareness and its correct use, word processing, desktop publishing, graphics manipulation, spreadsheets and database use, basic movie making, internet and electronic communication.

All classes are equipped with Interactive Whiteboards which are networked to the internet.

CONTINENTAL

Our annual Continental is traditionally held on the Friday of either weeks 2, 3 or 4 of Term 4. It is the School’s major fundraiser for the year and requires support from all in our school community.

Each family is rostered to help in a different area. If you are unable to help on the evening please speak with your stall convenor and/or arrange a replacement.
Please give your full support to this evening, particularly by working on your rostered stall or setting up or cleaning up.

**CURRICULUM AIMS**

Loxton Lutheran School aims to develop in students:

- knowledge of the Christian faith
- skills of English literacy, including skills in listening, speaking, viewing, reading and writing
- skills of numeracy and other mathematical skills
- ICT and Digital Technology skills
- an understanding of the role of science and technology in society, together with scientific and technological skills
- a knowledge and appreciation of Australia’s historic and geographic context
- a knowledge and appreciation of other societies and cultures
- a knowledge of a language other than English (German)
- an appreciation and understanding of, and confidence to participate in, the visual and performing arts
- an understanding of and concern for balanced development of the global environment
- knowledge, skills, attitudes and values which will enable students to participate as active and informed citizens in our democratic society
- an understanding of and respect for our cultural heritage including the particular cultural background of Indigenous and ethnic groups within our society
- a capacity to exercise judgement in matters of morality, ethics and social justice within a Christian framework
- social skills and personal well-being

**CURRICULUM INFORMATION**

**Key Learning Areas**

- Christian Studies
- English
- Maths
- Science
- Humanities and Social Science, including Geography & History
- Design and Technologies, including Digital Technologies
- Health and Physical Education
- Languages (German)
- The Arts, including Visual Arts, Music, Media, Drama & Dance

The curriculum is the Australian curriculum.

**DAILY FITNESS**

Loxton Lutheran School is committed to a daily fitness program for students.

**DIARIES**

Students in Years 3-7 have a diary. These are used to assist students to take responsibility for their homework and preparation for school activities. It is also a valuable means of parent/teacher communication. Please check and sign your child’s diary regularly or as required by your child’s class teacher.

With the introduction of iPads, some classes are using apps such as See-saw and Dojo to communicate with parents on a secure class or individual basis, instead of paper diaries.

Students in the Junior Primary classes have a Communication or Home Book, which is used as a valuable means of parent/teacher communication.
DUTY OF CARE

Loxton Lutheran School staff are required to take reasonable care to ensure the safety of students within their care and protect them from predictable, obvious dangers.

Parents can assist by ensuring that the school is informed about their child’s medical history (refer to Medical Information) and any conditions which make him/her more vulnerable in particular circumstances.

Medical and Consent forms for excursions and camps must be returned before students will be allowed to participate.

Parents are asked to ensure that their children are never at school unsupervised. **Teacher supervision begins at 8:30am and ends at 3:35pm.** When collecting children, parents are asked to meet them on the grounds or at the pick-up zone on the basketball court from 3:15pm.

Students collected during the school day (e.g. for appointments or due to illness) must be met at the class-room or the school office and sign out at the front office.

**Supervision of students before 8:30am and after 3:35pm is a parental responsibility.**

When special school and sporting events are held out of school hours, student supervision is a parent responsibility unless otherwise stated.

**END OF YEAR SERVICE**

The formal close to our academic year is the End of Year Service which is always held on the last Thursday night of Term 4.

All students and families are invited to attend and celebrate the achievements and blessings we have received during the year.

At this closing worship, awards are presented and leaving families are farewelled. The incoming school captains and vice-captains for the next school year are also announced. All students are expected to be dressed in their formal summer school uniform.

This event is held in the LIFE Centre at 7pm.

**ENROLMENTS**

**Parental Awareness**

Before making an application for enrolment prospective parents are encouraged to read the Prospectus, visit the school and become aware of the school’s philosophy and practice.

**Eligibility**

All students are eligible for enrolment. Parents of students with special needs are required to provide complete and accurate information about their child so that a thorough investigation of the school’s ability to cater for the needs of the child may be conducted prior to the enrolment decision being made.

**Demand for Places**

When applications exceed the number of available places preference will be given to students where at least one parent is an active member of the Lutheran Church and to those students whose brothers or sisters currently attend Loxton Lutheran School.

Where possible places are also offered to maintain an approximately equal balance of boys and girls at each year level.

**Progress through the School**

Since emphasis is placed on child-centred learning and individual progression, promotion through the school is based on children’s readiness as determined by our continuing assessment procedures.

If, in the opinion of a class teacher or parent, a child is not ready to progress to the next year level consultation would occur with a number of relevant staff regarding the possibility of the child repeating the year level.

Similar consultation would occur with parents of children whose high ability and
achievement would enable them to accelerate progression.

The year level which best suits the academic and social needs of the child, is the one recommended.

Termination of Enrolment
The Principal, after consultation with relevant staff members, may terminate the enrolment of any child should the continued involvement of that child be regarded as prejudicial to the distinctive aims of the school, and/or detrimental to other students.

This is seen as a last resort and only acted upon after all reasonable steps have been taken to resolve behaviour issues in a positive manner.

Class Size
The School Council has a policy which the Principal, in cooperation with other staff, administers. From time to time circumstances arise that require exceptions to be made (e.g. students repeating a year). Class sizes are currently within the following guidelines:

- Reception: 26 students
- Year 1-2: 27 students
- Year 3-7: 28 students

Where class sizes reach the suggested upper limit additional school assistant support will be organised.

Enrolment Procedure
- Preliminary applications for enrolment are received at any time.
- Before enrolment the Principal provides a pre-enrolment interview. Attendance at the interview is a prerequisite of continuing with the enrolment procedure.
- Parents of applicants are informed as to acceptance or non-acceptance.
- It is suggested that parents send application forms to the school well before the date of admission as places may be limited.

In the case of more applicants than enrolment places, preference will be given according to our enrolment guidelines (see ‘Demand for Places’)

FACEBOOK
Social Media is quickly becoming a popular form of communication. Loxton Lutheran School has created a Facebook page as another way of providing you with class news, and information about events happening around the school.

Our Facebook page can be located here: https://www.facebook.com/LoxtonLutheran

FIRE AND EVACUATION DRILL
Fire Safety requirements and OHS&W regulations require schools to carry out ‘fire and evacuation drills’ on a regular basis.

It is our policy to have one fire drill per term and to practice a Lockdown procedure annually.

All visitors on site on the day are expected to participate in the drill.

HARASSMENT POLICY
Our school affirms the worth and dignity of every person. This is the basic value arising from the Christian faith as exemplified in the ministry of Jesus Christ to all people irrespective of class, race, gender or status.

The life of a Christian community is characterised by supportive relationships based on the words of Christ:

“Love one another as I have loved you” (John 15:12)

and Paul’s command:

“Bear one another’s burdens” (Galatians 6:2)
Loxton Lutheran School seeks to provide an environment that will enable all people to develop to their educational potential and their ability to inter-relate freely on the social level.

Our school therefore will not tolerate victimisation, bullying or harassment of any kind which may interfere with this process of development.

**How will the school deal with harassment?**

The main aim of the school is to restore positive relationships between members of the school community. Any action taken against perpetrators of harassment will vary according to the circumstances. Examples of actions taken against students involved in harassing others are:

- Removal from class or play and completion of a behaviour contract.
- Meeting with Principal and parents informed.
- Restorative conversations and mediation.
- Suspension may occur in serious cases.

Any retaliation against students who report harassment is unacceptable.

For further information refer to the Harassment Policy brochure which is available from the office.

**HOMEWORK**

Class teachers outline the school’s expectations and procedures in regard to homework during the Parent Information Evenings early in Term One.

**Expectations**

At Loxton Lutheran School we believe that home work should

- support the educational objectives of the learning program by reinforcing the basic reading, spelling and tables skills being taught in the classroom
- be easily managed by parents at home
- assist in developing a regular non-intrusive study habit
- help in the development of self-discipline, self-motivation and time-management skills in each student
- be positively viewed by both parents and children
- be appropriate to the level of development of each child in content and difficulty

- Not exceed
  - 15 minutes a night for Reception to Year 2
  - 20 minutes a night for Year 3
  - 30 minutes a night for Year 4 to Year 7

**Content**

Homework is to include

- a reading component for each of four nights a week
- either a spelling or tables/maths facts component (not both, but on alternate nights) to complement reading on each night

**Extra Work**

- teachers may expect that incomplete work due to lack of effort or attention may be completed by children at any time

**Parent Responsibility**

Parents are asked to support the homework policy by

- being aware of the expectations via class newsletters, student diaries or communication books
- encouraging their child and participating in the homework activity by questioning, testing, listening etc
- encouraging effort and praising achievement
- communicating with your child’s teacher about problems or difficulties
• providing a comfortable environment in which to undertake homework

HOT WEATHER

When the temperature is 36ºC or greater, children will remain under supervision indoors during breaks.

LOXTON CLUSTER OF SCHOOLS

HOT WEATHER POLICY

After four consecutive school days of temperatures above 38ºC schools may enact early dismissal if the forecast maximum temperature for the fifth day is above 38ºC.

NB
1. The forecast temperature for the fifth day is to be taken from the 7pm ABC TV News
2. Inherent in this policy is that early dismissal will only occur on Friday afternoon.

On early dismissal days schools will dismiss at 12:30 pm and buses will depart from the High School at 12:40 pm
Notification of early dismissal to school communities will be via a written circular.
Once early dismissal procedures have been invoked, the process will continue even if the temperature for the next day does not reach that which is forecast.

Loxton Lutheran School Council has decided that our school will not close early for days of excessive heat.

However, children travelling home on DECD buses will be released early. The Principal will address this matter with parents via a note when the policy is acted upon.

iPADS

The beginning of Term 2 2013, saw the introduction of iPads for children in Years 3 to 7. The model chosen is that of student ownership, where children will be encouraged to use the iPad as a tool to support, enrich and enhance their learning both at school and at home.

iPads are only to be used in approved lesson activities. Under no circumstances are they to be used at break times or while students are on school grounds before and after school. The breaking of this rule may result in the withdrawal of permission to use the iPad at Loxton Lutheran School.

The iPad Student Agreement needs to be signed each year by both student use and his/her parent.

LEARNING SUPPORT/ ENRICHMENT

The Learning Support team aims to support the work of class teachers and parents/carers to achieve positive learning outcomes for all students.

Research has repeatedly shown that the earlier learning difficulties are identified, the more likely it is for intervention strategies to be effective.

Priority is therefore given to intervention programs of a preventative or remedial nature for children in the early years. This includes a comprehensive Reading Recovery program, as well as Mini-Lit and Multi-Lit groups, which provide daily one to one and small group tuition for young students at risk with their reading and literacy development.

Students with specific needs are identified by a range of means and the Learning Support team work in partnership with classroom teachers and parents/carers to plan strategies which can be used to best cater for these children in all aspects of the school program.

Our aim is for all students to experience success in the classroom, in a climate
which accepts and addresses their specific needs through appropriate modifications to teaching and learning strategies, content and/or expectations.

The Learning Support team also monitors the needs of highly able students. While there are many enrichment opportunities school-wide for these students to extend their talents, (e.g. Tournament of the Minds) we believe that they mainly need to be challenged and supported within the classroom program.

The Learning Support staff work together with the class teachers to plan and facilitate this. Appropriate challenges can then be delivered in an ongoing manner throughout the year so that the daily learning needs of these students are addressed.

In some cases, an ‘Individual Learning Plan’ (ILP) may be written and implemented for students with specific needs at either end of the achievement spectrum. This is a plan of support for students needing significant modifications to their learning program and it is written in conjunction with parents, the classroom teacher and the Student Coordinator and any other participating professionals.

LOST PROPERTY
Any unnamed items of clothing found or left on school grounds are placed in a Lost Property Box which is in Room 3 near the uniform shop. Some smaller, more expensive items are held in the front office.

MAINTENANCE
Our school has a Grounds and Maintenance Committee which looks after the day to day and longer term maintenance of our school site.

The school also employs a Groundsman and a Maintenance Worker. We are most appreciative of prompt reporting by parents if any loss or damage to school property occurs.

School families are rostered for one working bee per year. Attendance is essential as this represents a considerable cost saving to the Loxton Lutheran School maintenance budget.

MEDICAL INFORMATION
All Loxton Lutheran School parents are responsible for providing the school with accurate, up to date information about their child’s medical needs.

Medical Information Forms are issued annually to be completed by parents and returned to the school office as soon as possible.

If any information changes throughout the year parents must notify the school. It is essential that the school holds current information at all times.

Separate medical forms accompany each excursion consent form and must be completed and returned for each excursion.

Student Medication
We do not encourage the administration of medication by staff. However, there may be times when it is unavoidable.

Parents whose child needs oral medication administered throughout the day need to deliver the medication, in its original pharmaceutical packaging, accompanied by written and signed instructions from the doctor regarding the dosage to the school office at the beginning of each day.

In addition, a note needs to be given to the class teacher indicating the time at which the child is to be sent to the office for the medication to be administered during the day.
Please note that Paracetamol (e.g. Panadol) will not be administered to students under any circumstances.

**Allergies**
Parents are asked to notify the school if a child suffers from allergic reactions.

An Action Plan will be written in consultation with parents and doctors. Medication, provided by the parents, will be stored in the First Aid Room.

Children should always carry allergy medication when they go on trips/excursions away from the school. The medication will be held by the teacher.

**Asthma**
The school is an accredited Asthma Friendly School and, as such, requires an Asthma Care Plan for each student identified with asthma.

These forms are sent home at the beginning of the year and need to be completed by a doctor or asthma nurse and the parent/guardian.

Students will be encouraged to keep their “puffers” with them and self-administer when necessary.

**Infectious Diseases**
*Infectious disease table on next page*

The guidelines that are printed on the following pages have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

The recommended exclusion periods are included as a guide to teaching staff and parents, and may be modified in individual cases as circumstances warrant or in cases of local epidemics.

In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from an appropriate medical officer or health authority.

Parental records of immunisation status of children should be accurate and kept up to date.

All children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough and tetanus before entry into a school. Therefore the need to exclude case contacts should not arise.

Non-immunised students who come into contact with students with an infectious disease will be referred to a medical practitioner and may be excluded from school for their own safety.

**MOBILE PHONES/ELECTRONIC GADGETS (excluding iPads)**

Students are not permitted to have mobile phones, iPods, Nintendo DSs or any type of electronic gadget in their possession whilst at school, including on camps and excursions.

When a student may need a mobile phone or gadget for after school, they are required to hand the item in to the Front Office upon arriving at school, and collect it at the end of the day.

The school accepts no responsibility for the security of mobile phones or electronic gadgets.

**MONEY**

Other than school fees, money sent to the school with children should go to the classroom or office and be enclosed in an envelope labelled with:

1. child’s name
2. purpose
3. amount

The school provides small envelopes for this purpose and they are available from the office.

**MUSIC**

Individual music lessons are available to all children. These lessons are held in school time but are a private arrangement between the parents and the music tutor.

Details may be obtained from front office.

Piano/keyboard lessons and singing lessons are currently offered.
<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried (usually 5 days)</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus infection (CMV)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cryptosporidium infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (no organism identified)</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the next 48 hours later</td>
<td>Exclude contacts living in same house until cleared to return by appropriate health authority</td>
</tr>
<tr>
<td>Food poisoning</td>
<td>Exclude until well – no vomiting or diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular Fever (infectious mononucleosis, EBV infection)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters are dry</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until person has received appropriate antibiotic treatment for at least 4 days</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head lice (pediculosis)</td>
<td>Exclude until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes simplex (cold sores, fever blisters)</td>
<td>Young children and others unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions should be covered by a dressing where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus (HIV/AIDS)</td>
<td>Exclusion is not necessary. If the person is severely immunocompromised they will be vulnerable to other people’s infections</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Details</td>
<td>Status</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Hydatid disease</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Legionnaires’ disease</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate antibiotic treatment completed and until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Methicillin resistant Staphylococcus aureus (MRSA) skin infection</td>
<td>Exclusion is not necessary unless infected skin lesions on exposed surfaces cannot be completely covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus infection (Fifth disease, erythema infectiosum, slapped cheek syndrome)</td>
<td>Exclude for 9 days after onset of swelling</td>
<td>Not excluded, but people who are anaemic, immunocompromised, or pregnant should be informed of possible risk of getting infection</td>
</tr>
<tr>
<td>Respiratory Syncytial Virus</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm/tinea</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ross River virus</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Notes</td>
<td>Excluded?</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>See Streptococcal sore throat</td>
<td>Not excluded</td>
</tr>
<tr>
<td>School sores (impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shingles</td>
<td>See Chicken Pox</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigella infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Toxoplasmosis</td>
<td>Exclude until medical certificate is produced from appropriate health authority</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid, Paratyphoid</td>
<td>Exclude until approval to return has been given by an appropriate health authority</td>
<td>Not excluded unless considered necessary by public health authorities</td>
</tr>
<tr>
<td>Viral gastroenteritis (viral diarrhoea)</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Warts (common, flat and plantar)</td>
<td>Exclude from child care, school or workplace and similar settings until 5 days after starting antibiotic treatment, or for 21 days from the onset of coughing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Yersinia infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Loxton Lutheran School is a Nut-free Zone

Items containing nuts, as listed in ingredients, are not permitted to be consumed or brought to school.

Items containing “traces of nuts” are acceptable.

A Nut Minimisation Guidelines brochure is available from the front office.

PARENT VOLUNTEERS

In line with our Child Protection Policy, all volunteers who help in our school, including listening to reading, helping out in the library, attending excursions, etc. are required to have:

- a current National Police Certificate (NPC - previously known as a Police Check)
- signed a confidential Volunteer Declaration Agreement
- completed the Valuing Safe Communities Awareness Online Training (VSC Training)

National Police Certificates

The NPC form is available online and parents are encouraged to visit the South Australian Police Website at www.police.sa.gov.au, complete Part 1 online, then print the form and take all the necessary proof of identification to the Police Station and have the Station stamp applied. The form is then brought to the school office and completed before it is sent for processing.

The National Police Certificate remains valid in the Lutheran Education system for 3 years.

If you are not sure whether you have supplied a current NPC, please contact the school office. The Lutheran Church of Australia has a Memorandum Of Understanding (MOU) with the Police Department and as a result there will be no cost to the volunteer when a NPC is required.

Any parent wishing to attend a school excursion or providing transport is required to have a NPC.

It is our policy for volunteers to provide to the school a new National Police Certificate every 3 years.

Volunteer Declaration Agreement

We believe that volunteers can make a significant contribution to the school community by giving their time and sharing skills and expertise with others.

Volunteers will be required to complete a ‘Valuing Safe Community Awareness’ training online and sign a Confidential Volunteer Declaration Agreement before they can commence volunteer work. Training sessions will be provided at the school throughout the year.

A Volunteer Handbook including the policy is available from the front office.

Valuing Safe Communities

As schools of the Lutheran Church of Australia (LCA), school staff and volunteers are obliged to meet the requirements of the LCA Safe Place Policy. Valuing Safe Communities (VSC) is a school specific program to comply with this expectation.

The LCA Safe Place Policy states:

1. Sexual abuse and sexual harassment by people in positions of trust has a destructive impact on other people’s lives. Such abuse and harassment is totally unacceptable to the LCA

2. In observing Christ’s command to love one another we are to treat each other with dignity and respect. In honouring people we are fulfilling
our responsibility under the law of the land.

3. The LCA is committed to implementing processes to ensure the Church is a safe place.

4. The LCA is committed to respecting people who feel that they have been subjected to sexual abuse and sexual harassment.

5. Those who hold positions of trust in the Church are called to guard with great care the trust placed in them. They have an absolute responsibility to avoid all forms of sexual abuse and sexual harassment.

VSC integrates a range of national policies, procedures and guidelines that impact on relationships in Lutheran schools and embeds the LCA’s Safe Place Policy within it. It provides school leaders and trainers with information and resources to ensure staff and volunteers in their school receive training in developing positive and safe communities.

Lutheran schools seek to ensure that each member of the school community enjoys a positive, safe, healthy and respectful workplace.

PARENTAL INVOLVEMENT

Why be involved?
Research studies show that those parents who:

- are genuinely interested in the school
- keenly support the school
- encourage teachers
- speak well of the school
have children who are more likely to be happy at school and achieve their personal best.

We see the child’s growth and development as a shared responsibility. After all, the child spends up to seven hours a day or thirty-five hours a week in the care of the school.

However, parents still have the key role in character making, building positive attitudes, values and self-esteem.

Our school supports parents in all of this. Teachers have the key role in teaching skills for life now as a child and giving experiences that assist children to become effective life-long learners. We also need your vital back up, support and involvement.

How To Get Involved

Get To Know Your School
Use every opportunity to attend:
- class events
- open days
- sporting carnivals
- assemblies
- special events (music, art, debating)
- worship (see newsletters)
- special worship services
- parents and friends events

Read:
- the ‘Happenings’ newsletter
- the School Facebook Page
- class newsletters
- school magazine
- annual reports

As you become more confident with school life, our staff, teachers and other parents, consider supporting the P&F Committee. There are also special event committees (e.g. Continental, Sports Day Stall). Each event requires a particular working party to ensure effective planning and organisation.

It is a requirement that any person who volunteers in our school provides proof of a current and satisfactory National Police Certificate, VSC training and is familiar with the Volunteer Policy. A Volunteer Handbook is available from the Front Office, and all relevant forms must be submitted to the Principal before volunteering commences.

Support the Educational Program
Teachers will inform you as to their needs and how to become involved.

- leading interesting talks in class
lending support for excursions
• helping with sporting events (SAPSASA)
• assisting with art/craft activities
• supporting the class reading program
• telling teachers about your links with the community (vet, farms, fire station) for possible visits
• assisting with preparation of materials
• encouraging teachers and communicating positive feedback as appropriate
• assisting with enrichment programs (e.g. Book Week, Tournament of Minds, Musical, Pedal Prix)
• offering your help with the Learning Assistance Program
• encouraging your child to positively participate in special class events
• promptly returning notices and supporting the homework program and diary use

If assisting within the class please respond to the trust placed in you by the teachers by participating according to the defined procedures and maintaining confidentiality about individual students’ abilities and needs.

We are very fortunate at Loxton Lutheran School to have so many parents who understand that the best way to assist teachers to be effective in their roles is to actively encourage and support them. Much of what we do depends on parents’ positive input.

PARENTS AND FRIENDS
In keeping with the Christ-centred nature of the school, the aims of the Parents and Friends Group will be:
• to stimulate an active interest in the life of the school
• to foster and promote fellowship and cooperation amongst parents, friends and staff
• to welcome new families and promote a sense of belonging amongst families of the school
• to assist with fundraising events for the benefit of the whole school
• to provide an educational forum for communication to the Principal and School Council
• to promote the wearing of the school uniform

Membership is open to parents and guardians of children attending the school, teachers and other persons interested in the welfare of the school.

The Parents and Friends Group plays a significant role in building the community spirit of the school. Its events and functions provide opportunities for parents and staff to gather together in a spirit of fun and fellowship. Its primary purpose is to develop a positive relationship between home and school.

The P&F Group is responsible to the School Council for all its activities and presents regular reports to this group. A representative attends School Council meetings.

Each year a Parents and Friends Committee is elected. This committee manages the affairs of the Parents & Friends Group and is responsible for the program.

However all parents of the school are encouraged to offer support in organising various functions.

PHYSICAL EDUCATION
Each class has weekly lessons in PE and on these days, Monday, Tuesday and Thursday, the sports uniform is to be worn to school.
PRAYER SUPPORT

Each morning staff have a devotion/prayer time.

In the newsletter, we also include a Prayer list. Please let us know if you, or someone you know, would like to be included in one or both of these.

When relaying information about others please always check that they are happy for you to do so.

PRINTED INFORMATION

Loxton Lutheran School has a number of publications, which will be helpful in developing your understanding of the school.

Please read these, particularly the newsletter, Happenings. This is published fortnightly basis and sent out electronically on Tuesday afternoons and in hardcopy on Wednesdays if requested.

The newsletter is our main form of communication and contains essential parent information. It is accessible on our website and via our school app.

Other publications include the Parent and Financial Handbooks, as well as the annual School Magazine. All new families also receive a copy of our devotional book “Fruit Salad Servings”.

RECEPTION INTAKES

Most children commence schooling at Loxton Lutheran School in the Reception year level.

There are two intakes per year.

The 1st intake for a year will be at the start of the school year and be available to children who are:

- 5 years old by the commencement of school
- 4 years old and turn 5 years old on or before May 31st of that school year.

The 2nd intake will be at the commencement of Term 3 and be available to children who are:

- 5 years old on or before the start of term
- 4 years old and turn 5 years old by October 31st of that school year.

Children who commence at the start of the school year will under normal circumstances spend that whole year in Reception and at the commencement of the next school year, will move to Year 1.

This means these children would spend four terms at a Reception level.

Children who commence at the beginning of Term 3, under normal circumstances, will spend the remainder of the year and the whole of the following year in reception.

This means that these children will spend six terms at a Reception level.

Parents seeking variations to the policy need to make an appointment with the Principal.

LIBRARY/RESOURCE CENTRE

The Library/Resource Centre is the hub of learning resources within the school. It provides a variety of resource materials to support and complement the school curriculum and to cater for the needs and interests of students and teachers. All students are encouraged to fully utilise this facility for both study and recreation.

Students in the Reception to Year 2 classes have a 45 minute lesson each week.

Students in Year 4 to Year 7 classes have a 60 minute lesson each fortnight.

During this time they have opportunity to develop their appreciation of literature and their information-processing and research skills.

In addition, the library is used from time to time by classes with their teachers to support the objectives of the regular classroom program.
Borrowing Procedures
Students are encouraged to borrow during their weekly lesson. The library is also open for borrowing by parents and students daily from 8:40am - 9:00am and 3:15pm – 3:40pm. It is also open for student use during lunch breaks on Monday to Thursday.

**Students in Junior Primary (R – 2) are required to use a library bag to protect their library books and keep them separate from home and classroom books.**

Borrowing Policy
Loans are for two weeks duration, with extensions available upon request. Students are expected to become responsible borrowers by looking after the resources within their care. Overdue reminder notices are issued each week. At the end of the year the replacement costs of any damaged or lost items are charged to school accounts.

Parent Library Use
Parents are most welcome to use the library and assist their children to borrow before and after school. Parents wishing to become borrowers themselves are asked to see the Teacher/Librarian.

Offers of assistance with the processing of resources are always appreciated!

**SAPSASA**

Our school is an active member of SAPSASA (South Australian Primary Schools Amateur Sports Association). Each year our students are invited to try to win places in Riverland SAPSASA teams to play in carnivals against teams from Adelaide. Each year we have had a good number of students make these teams.

Students who are selected to represent their state are eligible for a travel scholarship from LLS.

**SCHOLARSHIPS, SUBSIDIES AND AWARDS**

Loxton Lutheran School offers the following ongoing support for students and their families.

1. **Luke deCaux Encouragement Award**: for a student in Year 6 who demonstrates a high level of personal effort. (Award effective for Year 7)

2. **Gertrude Jacob Award**: presented at the end of the year to a Year 7 student who displays academic achievement and Christian leadership.

3. **Endeavour Award**: presented at the end of the year to a Year 7 student who has displayed an exemplary work ethic, reliability, positive attitude and shining Christian example during their eight years of schooling at LLS.

4. **Arts Award**: presented at the end of the year to students who have displayed outstanding performance or artistic skills.

5. **Apex Service Award**: presented at the end of the year to a student who has displayed outstanding achievement in community involvement, involvement in the school community and also application to academic studies.

6. **SA Murray Darling Basin – National Resource Management Board Award**: presented to a Year 7 student who has showed initiative in Environmental Studies.

7. **Fee Subsidies**: Support is available to families who are experiencing financial difficulties.

8. **Student Support Fund**: This fund has been established to provide financial support to students who represent our school at a state level or beyond in sporting or other areas of school endeavour.

Please request an application form from the office.
SCHOOL BANKING

LLL school banking is operated through the Lutheran Laypeople’s League. The school can benefit when parents nominate LLL Savings Accounts as Matching Deposits for our school. This means that the school can borrow against these ‘matching deposits’ at a concessional rate of interest.

School banking is conducted on Tuesdays. Passbook and money should be placed in the Class Bank Box first thing in the morning. The passbooks are generally returned the next day. The school receives an annual donation from the LLL for acting as an agent (based on the total amount banked during the year).

If you require information regarding the LLL please contact the school office.

SCHOOL CAPTAINS

Each year elections are held to elect four Year 7 children as School Captains and Vice-Captains.

Voting usually occurs in Week 8 of Term 4, when the current Year 7 class is away on the annual Canberra trip.

All children from Years 3 to 7 are eligible to vote and are encouraged to look for leadership qualities in those for whom they vote.

SCHOOL CHAPLAIN

At Loxton Lutheran School, we aim to make caring a way of life. This is the very core of our ethos. Our teachers believe that each child is a precious gift from God and want each to experience genuine care.

If you are in need of any kind of support, or know of anyone else in need of care in our community, please contact your class teacher, School Chaplain, Principal, Student Coordinator, or Class Contact person.

If you know of any families who are experiencing ill health or trauma please let your Class contact know. All information is treated confidentially.

SCHOOL CLEANING

Regular cleaning of our school buildings is carried out by contract cleaners.

However, once a year school families are asked to assist with a voluntary window clean at a working bee.

SCHOOL COUNCIL

Loxton Lutheran School has an elected council to determine policy and future directions of the school.

The School Council employs the teaching staff, the Principal and a number of administration staff to lead in the management of the school and implement general policies.

A number of policies (e.g. staffing) are set by other groups in the structure of the Lutheran Church of Australia. The Loxton Lutheran School Council is guided by those policies and the financial accountability requirements of State and Federal Governments.

SCHOOL COUNCIL DUTIES INCLUDE:

- Promotion of the School among members of the associated Lutheran Congregations and in the wider community
- Implementation of major policies, programs and projects
- Oversight of the general administration of the School
- Recommendation for the appointment of Principal
- Concern for the well-being of staff and students
- Provision of academic and theological professional development for the Principal and Staff
- Oversight of the activities of any school auxiliary group (e.g. Parents and Friends Association)
- Appointment of a qualified Accountant who shall annually...
audit the financial records of the School

- Receipt of regular reports from the Principal, other designated officers and sub-committees
- Provision of specific support for and liaison with the School Management Team

**SCHOOL DAY**

8.45 am  Before-school play stops – children move to classes
8.50 am  Class time for the day begins
11.00 am Recess commences
11.20 am  Recess play time ends
12.55 pm Lunch-eating bell
1.05 pm  (manual bell) – lunch play time commences
1.40 pm  Lunch play ends
1.45 pm  Lessons re-commence
3.15 pm  End of school day

Please note that supervision of children by teachers only begins at 8:30am and parents are strongly discouraged from sending their children to school before this time!

**SCHOOL FEES**

School fee accounts are emailed out regularly. It is expected that fees will be paid by the date indicated on the account. Please contact the Business Manager if you have any queries regarding school fees.

Alternate arrangements can be made to assist families in paying fees.

Payment by cash, cheque, credit card or direct deposit is welcome. Centrepay deductions from Family Allowance or other Centrelink payments can be arranged. A monthly or fortnightly debit option is also available.

If you are experiencing financial difficulty you may apply for a fee subsidy by completing a Fee Subsidy Form.

Families may also be eligible for School Card. Conditions apply. Please contact the Business Manager for further details.

Student fees and family levies contribute toward tuition expenses and specific items such as Information Technology, Physical Education specialised activities (eg. Gymnastics) and visiting performers.

**SCHOOL PARLIAMENT**

Our school conducts a Year 7 Parliament. Each child has a role e.g. Prime Minister, Speaker, Minister for Sport and Recreation, Member for Year 4 etc.

The parliament raises matters of student concern, passes a Bill and refers the Bill to the Senate (Staff). If the Senate passes the Bill it goes to the Governor-General (Principal) for assent and action.

**SERVICE ACTIVITIES**

Another feature of life at Loxton Lutheran School is to give the children as many opportunities as possible in Christian service. It is important not only to create awareness of people’s needs but also to give children the practical experiences of doing something about it.

While the raising of money has been a key component in the field of assisting others, practical activities such as praying for families, visiting sick students, visiting the rest home and involvement in the ‘Operation Christmas Child’ program have been most meaningful.

From time to time students bring requests from their clubs to school. We have decided that it is impossible to support everyone and therefore it is not in anyone’s best interest to have children selling tickets and goods for their social and recreational clubs on school grounds.

A careful selection of appropriate activities is made at the commencement of the year. This enables the school to have an identified program with the flexibility of attending to very special needs should they arise.
The newsletter and our Facebook page will regularly advise of current projects being supported by the students.

Please consider assisting those projects and the training of our children in the awareness of those in need and the development of a caring and compassionate attitude.

SPECIALIST TEACHERS

Loxton Lutheran School employs specific Specialist Teachers to lead programs in areas such as the Arts, German, Library, PE, Learning Support/Extension and Reading Recovery.

SPORTS DAY

Sports day is an annual event (usually held in Term 2) designed to involve all the children in as many events as possible.

There are four House teams at LLS named after South Australian explorers:

- Eyre - Yellow
- Grey - Green
- Light - Red
- Sturt - Blue

Parents, relatives and friends are very welcome to attend as both helpers and spectators on these days.

We also participate in a SAPSASA Riverland Athletics Day held annually and from which a Riverland squad is chosen to participate in Adelaide. This event is usually held in Term 3.

SCHOOL UNIFORM

Loxton Lutheran School has an official uniform and all students are expected to wear it daily.

Formal uniform days are Wednesday and Friday with Monday, Tuesday and Thursday being designated sports uniform days.

If for any reason, a child cannot be dressed in the designated uniform for the day, it is the responsibility of the parent to inform the teacher / school that this is the case.

The reasons for having a uniform are that it:

- Reflects a sense of pride in our school
- Is smart, practical and durable
- Contributes to a child’s sense of well-being and self-esteem.

If for any reason school uniform cannot be worn, parents are to notify the class teacher in writing.

A Uniform Price List is available from the school office, on the web site and at the end of this document.

AVAILABILITY

1. All uniform items other than briefs, shoes and socks are available from the Uniform Manager or orders may be sent along to school.

   There is an official School Uniform Order Form available for this purpose.

2. Shoes, sandals, boots and sneakers, socks, briefs, house sports shirts may be purchased from local stores.

SECOND HAND UNIFORMS

The uniform manager will also handle these.

If you have second-hand clothes to sell, please bring or send articles of uniform to the school, clean and mended. No shoes please. Attach your name and the price you would like for the article. A percentage will be retained for Parents and Friends funds.

To ensure that your child’s clothes don’t become lost, please name all clothing with name tags/permanent texta etc.

Do not only rely on naming the garments’ labels as these are easily removed.

<table>
<thead>
<tr>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday: 2.30pm – 3.00pm</td>
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<tr>
<td>Wednesday: 2.30pm – 3.00pm</td>
</tr>
<tr>
<td>Thursday: 2.30pm – 3.00pm</td>
</tr>
</tbody>
</table>
Loxton Lutheran School has an official uniform and all students are expected to wear it daily. The reasons for having a uniform are that it:
- Reflects a sense of pride in our school
- Is smart, practical and durable
- Contributes to a child's sense of well-being and self-esteem.

### GIRLS

| Summer | **Dress**
| **Shirt with** | **Shorts**
| **Jumper (fleece)** | Plain white socks (optional)
| Dark brown school sandal or | Black school shoe (lace-up or Mary-Jane style)
| **Hat** | **Summer**
| **Shirt** | **Shorts**
| **Jumper (fleece)** | Plain navy above-ankle socks (optional)
| Dark brown school sandal or | Black school shoe (lace-up or pull on boot)
| **Hat** |

**Winter**

| **Skirt or** | **Pants**
| **Shirt** | **Hat**
| **Jumper (fleece)** | **Jacket**
| Navy tights or navy knee-high socks | Plain white socks
| Black school shoe (lace-up or Mary-Jane style) |

**Hat**

Navy gloves, navy beanie and navy scarf may be worn in winter.

### BOYS

| Summer |
| **Shirt** |
| **Jumper (fleece)** |
| Dark brown school sandal or |
| Black school shoe (lace-up or pull on boot) |
| **Hat** |

**Winter**

| **Trousers or shorts** |
| **Shirt** |
| **Jumper (fleece)** |
| **Jacket** |
| Plain navy socks |
| Black school shoe (lace-up or pull on boot) |
| **Hat** |

Sports Uniform (unisex)

| **Polo Shirt** |
| **Sports Short** |
| **Track Pants** |
| **Jumper (fleece only)** |
| **Jacket** |
| Plain white socks |
| Sports sneakers to preferably tone in with uniform |
| **Hat** |

### Footwear

Footwear needs to be practical i.e. well-fitted school type shoe, boot or sandal. No fashion shoes or raised heels are acceptable.

### Hair Accessories

Scrunchies, ribbons, headbands, clips - navy, royal blue, gold or white only.
No extreme hairstyles.

### Make-Up and Nail Polish

Makeup and nail polish are not acceptable.

### Jewellery

Watch - small, plain.
Plain gold or silver studs or sleepers
Plain gold or silver chain with plain cross.

**Socks, Briefs, Tights, Scarves, Gloves & Beanie**

Navy briefs are an option for girls summer uniform.
School socks, tights, briefs, navy scarf, navy beanie and navy gloves are available at Warner’s Fashion and Fabrics.
STUDENT BEHAVIOUR MANAGEMENT

At Loxton Lutheran School the gospel of Jesus Christ is the means and motivation for inviting, encouraging and developing healthy relationships within the school community.

As such, God’s love and forgiveness demonstrated in Jesus is the cornerstone for any behaviour management principles.

A Christ-centred community is by no means perfect and individuals reflect this imperfection.

Lutheran schools are committed to presenting the Christian lifestyle through example, instruction, and if necessary, admonition. This is to be done in a loving and caring environment that promotes faith, hope, justice and reconciliation.

Teacher and student relationships should be based on mutual respect and trust:

Respect for others — their feelings, property, rights, safety and opinions.

Respect for self — individuals should accept responsibility to develop personal talents and abilities and make wise use of educational opportunities.

Respect for community — both in the school and the wider community, all members should strive to preserve what is worthwhile and work for desirable improvements.

The self-esteem and feeling of self-worth of all students is remembered at all times.

Corporal punishment is not considered an acceptable way of enforcing appropriate behaviour.

We endeavour to create positive and caring relationships with all children and encourage each child to form positive and caring relationships with each other by:

- Developing a pleasant working and learning environment.
- Actively listening to students.
- Encouraging students to be fair and sensitive, and to be aware of the rights of others.
- Developing a rapport with students so they feel confident to communicate their needs and concerns.
- Developing in each student a sense of responsibility for their own behaviour.

The following framework describes the Step System we have in place at Loxton Lutheran School.

In most circumstances this framework will be followed, but we recognise that at times flexibility will be needed to meet the needs of some students.
DEALING WITH MINOR INAPPROPRIATE BEHAVIOUR IN CLASS

In conjunction with **Restorative Practices**, the following **six stage level** of response has been developed to provide teachers with a framework with which to work in their teaching situations.

**Specialist teachers** may need to consult with Classroom Teachers when a student’s behaviour seems inconsistent with their behaviour in other classes.

<table>
<thead>
<tr>
<th>Step</th>
<th>Consequences for Minor Behaviour Infringements (in one day)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>WARNING</strong></td>
</tr>
<tr>
<td></td>
<td>Irresponsible behaviour</td>
</tr>
<tr>
<td></td>
<td>• Teacher and student discuss irresponsible behaviour and the consequences if behaviour is repeated.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><strong>TIME-OUT IN CLASS</strong></td>
</tr>
<tr>
<td></td>
<td>Continued Irresponsible behaviour</td>
</tr>
<tr>
<td></td>
<td>• Student is directed to timeout place in class to complete a reflection sheet on their behaviour for as long as the teacher deems appropriate for such behaviour <em>(suggested time: as many minutes as their age +1)</em> and asked to complete a reflection sheet. <em>(see appendices)</em></td>
</tr>
<tr>
<td></td>
<td>• Student returns to class or activity when the supervising teacher has had an opportunity to discuss the incident and reflection response with the child.</td>
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<tr>
<td></td>
<td>• Teachers may contact parents should they wish to do so – this is not mandatory</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><strong>TIME-OUT IN BUDDY CLASS</strong></td>
</tr>
<tr>
<td></td>
<td>3rd Irresponsible behaviour</td>
</tr>
<tr>
<td></td>
<td>• Child to be sent to buddy class – with reflection sheet to complete</td>
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<tr>
<td></td>
<td>• Buddy class Teacher MUST be sent the appropriate information – ie The reason why the child is there &amp; the time the child needs to spend in the buddy class <em>(this needs to be age appropriate)</em></td>
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<tr>
<td></td>
<td>• Parents MUST be informed by the sending teacher <em>(in person/phone or electronic/written message/App)</em></td>
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<tr>
<td></td>
<td>• <strong>Student Coordinator</strong> to be informed of repetitive visits to ‘Buddy Time Out’ to explore possible underlying well-being issues and possible necessity of a behaviour support plan.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>4th Irresponsible behaviour</td>
</tr>
<tr>
<td></td>
<td>• Child sent to Principal / Student Co-ordinator / OIC / or if unavailable – withdrawn to Buddy class for an extended period.</td>
</tr>
<tr>
<td></td>
<td>• Parents notified – situation discussed – possible meeting set up with parents/teacher/person counselling</td>
</tr>
<tr>
<td></td>
<td>• Child counselled using the restorative practices framework</td>
</tr>
<tr>
<td></td>
<td>• Playtime to be withdrawn at next available lunch period <em>(20 minutes)</em></td>
</tr>
<tr>
<td></td>
<td>• Step 4 details appropriately recorded – electronically in a central file.</td>
</tr>
<tr>
<td></td>
<td>• Child returns to class if restoration has been made.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td><strong>Continued Step 4 Visits</strong></td>
</tr>
<tr>
<td></td>
<td>• A student who has accrued four step 4 visits <em>(minor)</em> to the Principal/Student Co-ordinator/OIC in one term will be given a 1 day internal suspension</td>
</tr>
<tr>
<td></td>
<td>• Principal (or representative), the class teacher and parents will meet to discuss and work out a suitable behaviour plan which hopefully will facilitate improved behaviour. Such a plan will include a negotiated re-entry process back into the class</td>
</tr>
<tr>
<td></td>
<td>• Each subsequent step 4 occurrence within the term, will incur an extra day’s internal suspension, up to a maximum of 5 days.</td>
</tr>
<tr>
<td></td>
<td>• Withdrawal of privileges such as camps / excursions / school representation <em>(eg SAPSASA / Choir etc)</em> will also take place.</td>
</tr>
<tr>
<td><strong>Step 6</strong></td>
<td><strong>Exclusion is not seen as an option for continued Inappropriate behaviour of a minor nature</strong></td>
</tr>
<tr>
<td></td>
<td>Counselling / appropriate behaviour plans / internal or external suspension/, or a combination of these are seen as the best way of dealing with this ongoing behaviour.</td>
</tr>
</tbody>
</table>
### Step 4
If a child's inappropriate behaviour is of a nature determined to be 'SERIOUS,' he/she can be immediately removed from the class and sent to the Principal /OIC/ Student Co-ordinator who will:

1. counsel the child using the restorative practices framework
2. contact the parents to discuss the incident
3. arrange a meeting with the parents at the request of either party

### Step 5
**Continued ‘SERIOUS’ inappropriate behaviour**

1. Principal (or representative), the class teacher and parents WILL meet to discuss and work out a suitable behaviour plan which hopefully will facilitate improved behaviour.
2. Student is placed on a behaviour plan & receives a 1 day internal suspension
3. Each subsequent serious infringement will incur an extra day’s internal suspension - up to a maximum of 5 days or as long as is negotiated by the parents/carers and the Principal.
4. The behaviour plan allows the student 3 chances (STRIKES)
   - If 3 strikes are incurred the student will lose privileges such as withdrawal from camps / excursions / school representation (eg SAPSASA / Choir etc).

### Step 6
**Ongoing (minimum of 3) serious infringements**

1. Student may be withdrawn from class for up to a 2 week period with separate play times and placed on a negotiated (by parents & teachers) behaviour plan.
2. If, at any stage, after exhaustive efforts have been made, and no improvement is evident, exclusion from the school may result.

### Examples of inappropriate behaviours:

<table>
<thead>
<tr>
<th>Minor</th>
<th>Serious (Minimum Step 4 Offences)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Class / Lesson Specific Behaviour</strong></td>
<td>• Intentional Physical Abuse - hitting, punching, kicking,</td>
</tr>
<tr>
<td><strong>Repeated</strong></td>
<td>• Verbal abuse</td>
</tr>
<tr>
<td>• Talking</td>
<td>• Directed swearing</td>
</tr>
<tr>
<td>• Interruption</td>
<td>• Non-compliance to a teacher’s direction</td>
</tr>
<tr>
<td>• Running in the class</td>
<td>• Consistent arguing or answering back to staff</td>
</tr>
<tr>
<td>• Late to class (without valid reason)</td>
<td>• Walking out of the class without permission</td>
</tr>
<tr>
<td>• Calling out</td>
<td>• Leaving the School Grounds without permission</td>
</tr>
<tr>
<td>• Littering</td>
<td>• Vandalism of school property or the property of others</td>
</tr>
</tbody>
</table>
DEALING WITH INAPPROPRIATE BEHAVIOUR IN THE YARD

In most cases logical consequences, as described in the table below and Restorative Practices will be applied for inappropriate behaviour. However, repeated minor offences and more serious offences may require Think Tank conferencing and behaviour support.

Serious offences such as violence, harassment, vandalism/graffiti and serious failure to follow teacher’s requests, are to be dealt with by Principal as per Step 4, 5 and 6 of classroom behaviour guide.

<table>
<thead>
<tr>
<th>EXPECTATIONS</th>
<th>POSSIBLE ACTIONS</th>
<th>LOGICAL CONSEQUENCES (eg)</th>
</tr>
</thead>
</table>
| Move and play in a safe way | • Running on hard surfaces  
• Climbing trees  
• Using hard balls  
• Pushing or shoving in line  
• Fighting (step 4) | • Repeat the action the right way  
• Reminder of dangers  
• Yard duty teacher holds ball until the end of lunch time  
• Go to the back of line  
• Withdrawal from play and note home  
• withdrawal from yard (Think Tank)* and note home |
| Care for all property | • Graffiti/Vandalism (Step 4)  
• Mistreatment of school sports equipment  
• Accidental breakage | • Withdrawal from yard/clean up mess or pay for damages  
• Student concerned loses right to play with that equipment  
• Student to clean up mess |
| Work and play in designated places | • Student in rooms during breaks without permission  
• Student retrieving sports equipment outside the school boundaries without permission | • Give reminder and send them out  
• Remind them to seek permission first |
| Keep our school clean and tidy | • Accidental littering  
• Deliberate littering | • Pick up pieces of litter dropped  
• Pick up 50 other pieces of litter (community service) |
| Care for other people - verbally and physically | • Name calling and/or swearing directed at someone else (Step 4)  
• Indirect Swearing  
• Sexual harassment and/or inappropriate behaviour towards others (Step 4)  
• Bullying (Step 4) | • Depending on severity  
  o verbal apology  
  o written apology  
  o withdrawal from yard |
| | | • Reminder that other people may be offended by that action and an apology  
• Depending on severity  
  o verbal apology  
  o written apology  
  o withdrawal from yard or isolation from specific areas  
• Withdrawal from yard or isolation from specific areas |
| Follow teacher’s instructions | • Non-compliance with consequences above (Step 4) | • Depending on severity  
  o withdrawal  
  o suspension |
Further Notes:
A behaviour note will go home with any withdrawal from play and/or yard privileges.

Think Tank is provided for the first 20 mins of each lunch time in a designated room. It is designed to help with Restorative Practices in instances like...

- needing more time to think about a yard instance or make reparations such as an apology
- thinking or talking through social issues and conflict resolution
- thinking or talking through logical consequences
- providing support and direction required for restoration and conflict resolution.
- reflecting on behaviour, choices and consequences, and future actions.

SUN SAFETY
Loxton Lutheran School is an accredited Sunsmart school. All students are required to wear school hats from 1st September – 30th April and at any other time when the UV level is 3 and above. During the months of May to August sun protection is not needed on the days when the UV level is below 3.

Trees have been planted and shade shelters erected in various parts of the school.

Parents are asked to assist their children to apply sunscreen before school. Sunscreen is also available for students to reapply during the day.

SWIMMING / WATER SAFETY
Swimming and water safety lessons are conducted each year for students in Reception to Year 5.

The course is conducted at the Loxton Pool by trained instructors, with a water skills and water safety theme as its basis.

Year 6 students participate in aquatic activities at their school camp while Year 7 students participate in an aquatics course at on Lake Bonney.

VISITORS SIGN-IN BOOK
All visitors to the school are obliged to register their presence in the Visitors Sign-In Book located at the Reception desk in the Administration Building and in the foyer of the LIFE Centre.

When parents or other helpers are in the school during the day they are also required to sign in and out. This way we are aware of who is on site at any given time and can provide duty of care for all people in an emergency situation.

“Visitor” and “Helper” badges should be worn after signing in and returned to the front office when signing out.

WEBSITE / SKOOLBAG APP
General information about the school is provided at: www.loxton-lutheran.sa.edu.au and the Loxton Lutheran School ‘Skoolbag’ app.

Newsletters are posted on the day they are published. Class newsletters are uploaded when they are available. Canteen price lists and uniform order forms are also available.

WORSHIP
As well as daily class devotions, school worship is held each week on Friday mornings in the LIFE Centre. Sometimes classes may combine during the week for shared devotion time.

Classes take turns to participate in the weekly worship time in different ways - which may include reading from the Bible, presenting a drama or song, writing or saying prayers or providing art work. Information about when classes are assisting worship is provided in the newsletter.

Parents and friends of the school are most welcome to participate and are invited to stay back afterwards for a chat over a cup of tea or coffee.
# Canteen open for Recess & Lunch on Monday, Wednesday & Friday

**PLEASE PUT AN "R" NEXT TO RECESS ORDERS**

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Half</th>
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<tbody>
<tr>
<td><strong>Salads</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>$5.50</td>
<td>$4.00</td>
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<tr>
<td>Salad pack (lettuce, tomato, carrot, cucumber, mushroom, cheese, egg, celery &amp; snow peas)</td>
<td>$7.00</td>
<td>$5.00</td>
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<tr>
<td>Salad pack with diced chicken</td>
<td>$7.00</td>
<td>$5.00</td>
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<tr>
<td>Salad pack with ham</td>
<td>$7.50</td>
<td>$5.50</td>
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<tr>
<td>Salad pack with veggie slice</td>
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<table>
<thead>
<tr>
<th><strong>Sandwiches &amp; Rolls</strong></th>
<th>Roll</th>
<th>Sand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3.20</td>
<td>$2.80</td>
</tr>
<tr>
<td>Chicken</td>
<td>$3.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>Ham</td>
<td>$3.00</td>
<td>$2.50</td>
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<tr>
<td>Tuna</td>
<td>$2.50</td>
<td>$2.00</td>
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<tr>
<td>Vegemite</td>
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</tbody>
</table>

Please select extra fillings (add cost per filling to price above)

<table>
<thead>
<tr>
<th>50c</th>
<th>50c</th>
<th>50c</th>
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</thead>
<tbody>
<tr>
<td>Low fat cheese</td>
<td>Lettuce</td>
<td>Tomato</td>
</tr>
<tr>
<td>Cucumber</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hot food</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Toasted Cheese</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Toasted ham &amp; cheese sandwich</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Hot ham &amp; cheese roll</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Toasted chicken &amp; cheese sandwich</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Hot chicken &amp; cheese roll</td>
<td>$4.50</td>
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<tr>
<td>Corn cobette</td>
<td>$70c</td>
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| $5.00 | HOT SPUD with sour cream, cheese, bacon and coleslaw pineapple is optional (please state) |
| $5.00 | CHICKEN BURGER: burger, tomato, cheese, lettuce & mayo with chilli sauce optional (please state) |
| $4.00 | Chicken Burger with Chilli Sauce only |
| $4.00 | FRIED RICE: rice, corn, peas capsicum & eggs (meat & gluten free) |
| $3.00 | Bacon & Veggie Slice (contains gluten) |
| $4.20 | Spaghetti Bolognise with cheese (please state if cheese is not wanted) |

<table>
<thead>
<tr>
<th><strong>Snacks</strong></th>
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<tbody>
<tr>
<td>2 for 5c</td>
<td>Fruity Bites</td>
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</tr>
<tr>
<td>40c</td>
<td>Plain small bag of popcorn</td>
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</tr>
<tr>
<td>80c</td>
<td>Sweet popcorn</td>
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</tr>
<tr>
<td>70c</td>
<td>Boiled egg</td>
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</tr>
<tr>
<td>$1.00</td>
<td>Veg chips variety</td>
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</tr>
<tr>
<td>$1.50</td>
<td>Chocolate or banana custard</td>
<td></td>
</tr>
<tr>
<td>$1.00</td>
<td>Jatz and cheese</td>
<td></td>
</tr>
<tr>
<td>20c</td>
<td>Rice cakes (assorted)</td>
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</tr>
<tr>
<td>$1.30</td>
<td>Mini muffin - chocolate or banana</td>
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<table>
<thead>
<tr>
<th><strong>Frozen products</strong></th>
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<tbody>
<tr>
<td>60c</td>
<td>Quelch frozen fruit stick</td>
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<tr>
<td>$1.00</td>
<td>Frozen strawberry or mango yoghurt tub</td>
</tr>
<tr>
<td>$1.50</td>
<td>Paddlepop - chocolate, rainbow, banana</td>
</tr>
<tr>
<td>$1.00</td>
<td>Icy Twist Lemonade</td>
</tr>
<tr>
<td>$1.00</td>
<td>Vanilla Icecream Tub Fat Free</td>
</tr>
<tr>
<td>$0.80</td>
<td>Mini raspberry &amp; pineapple Calippo</td>
</tr>
<tr>
<td>$2.00</td>
<td>Frozen yoghurt cubes</td>
</tr>
<tr>
<td>$1.80</td>
<td>Tropical paddlepop</td>
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<table>
<thead>
<tr>
<th><strong>Drinks</strong></th>
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<tbody>
<tr>
<td>$2.00</td>
<td>Bottled water 600ml</td>
</tr>
<tr>
<td>$2.50</td>
<td>Oak chocolate, strawberry, banana low-fat flavoured milk 300ml</td>
</tr>
<tr>
<td>$2.00</td>
<td>Poly's apple, orange, apple &amp; blackcurrant or orange &amp; mango juice 250ml</td>
</tr>
<tr>
<td>$1.00</td>
<td>Plain milk</td>
</tr>
<tr>
<td>$2.00</td>
<td>Large Slushie (assorted flavours)</td>
</tr>
<tr>
<td>$1.00</td>
<td>Small Slushie (assorted flavours)</td>
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## Available Friday Only

<table>
<thead>
<tr>
<th><strong>Hot food</strong></th>
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<tr>
<td>$3.80</td>
<td>Large low fat pie</td>
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</tr>
<tr>
<td>$3.80</td>
<td>Large low fat pasty</td>
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<tr>
<td>$2.50</td>
<td>Small low fat pasty</td>
</tr>
<tr>
<td>$3.80</td>
<td>Wholemeal vegetarian pasty</td>
</tr>
<tr>
<td>$3.00</td>
<td>Ham &amp; pineapple low fat pizza</td>
</tr>
<tr>
<td>$3.00</td>
<td>Cheese &amp; bacon low fat pizza</td>
</tr>
<tr>
<td>$3.50</td>
<td>Sausage roll</td>
</tr>
<tr>
<td>$2.00</td>
<td>Half sausage roll</td>
</tr>
</tbody>
</table>

Donations of any fruit greatly appreciated
# UNIFORM ORDER FORM

Student Name:  
Class:  

If you are unable to visit the uniform shop during opening times, please complete this order form and send it to school with payment in a school money envelope or complete credit card payment details below. The order will be given to your child to take home.  

Enquiries : Bianca Miller 0437 906 927

## UNISEX

<table>
<thead>
<tr>
<th>Size</th>
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## BOYS

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## BOYS ADULT

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## GIRLS

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## GIRLS ADULT

<table>
<thead>
<tr>
<th>Size</th>
<th>14</th>
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<th>18 &amp; 20</th>
<th>Price</th>
<th>Total</th>
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<tbody>
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## OTHER

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## CREDIT CARD PAYMENT

Please charge my credit card (tick box)  
[ ] Mastercard  
[ ] Visa

Card No:  

CCV  

Cardholder’s Name:  

Expiry Date: -/-/---

Amount: $  

Signature:  

As at 1st Jan 2014