

# LONGFORD PRIMARY SCHOOL

No. 1694



## 2020



JOEL FRASER  
PRINCIPAL

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## **Welcome to Longford Primary School**

On behalf of the Longford Primary School community, welcome to Longford Primary. Our School has a population of 140 students and is located 7 kilometres from Sale.

The school is renowned for its excellent history of parental involvement in its programs. This dedication has become a vital component in the ongoing education and welfare of students. Our school lives through its values of *integrity, respect, responsibility and excellence*. These values are embedded and displayed widely through our school.

In 2020, Longford Primary will continue to work on our focus of developing a 'growth mindset' in our students and broader school community based on work by educators James Nottingham and Carol Dweck. This focus aims to develop deeper levels of understanding in our students by the way they think when attempting new and challenging tasks. The main premise is that people in general feel a sense of euphoria when able to achieve success after experiencing substantial difficulty. Themes will be introduced throughout the year and will assist our students in recognising what behaviours successful learners show and practise

Academically our school promotes and values the explicit teaching of literacy and numeracy. We do this through having a consistent teaching approach particularly in the areas of writing and spelling. Our key 2020 focus in reading is that we want our students to decode words by sounds as their first strategy when learning to read. Our whole school assessment schedule and computerised academic tracking program ensure that our students are working at their appropriate academic level.

Longford has a proud history of co-curricular success with students participating (and winning) in the local eisteddfods, art shows and a range of sporting events including swimming, cross country and athletics. This combined with our specialist areas of art, music, physical education and library lead to a very balanced curriculum.

I consider myself very fortunate working at a school where the entire community is focused on delivering great educational opportunities to its students

We trust that your child's experience at Longford will be enjoyable, challenging and stimulating as he/she experiences a range of programs that cater for his or her development. Our staffing team look forward to working closely with you to make your child's primary years as rewarding as possible.

This booklet is planned to acquaint you with the school's operation and is intended as a valuable home reference of procedures followed within the school.

**Joel Fraser – Principal**

## *Respect, Responsibility, Integrity, Excellence*

### **2020 – Key Dates**

Wednesday 22 <sup>nd</sup> January	<i>School Office Open: 9.00am – 12.00pm</i>
Thursday 23 <sup>rd</sup> January	<i>School Office Open: 9.00am – 12.00pm</i>
Friday 24 <sup>th</sup> January	<i>School Office Open: 9.00am – 12.00pm</i>
Monday 27 <sup>th</sup> January	<i>Australia Day holiday</i>
Tuesday 28 <sup>th</sup> January	<i>Curriculum Day (1) – No students</i>
Wednesday 29 <sup>th</sup> January	<i>First Day for all students</i>

<b>Term 1: Tuesday 28th January 2020 – Friday 27th March 2020</b>
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Wednesday 5th January	<i>No Prep Classes– Individual Student Testing</i>
Wednesday 12 <sup>th</sup> February	<i>No Prep Classes– Individual Student Testing</i>
Wednesday 19 <sup>th</sup> February	<i>No Prep Classes– Individual Student Testing</i>
Wednesday 26 <sup>th</sup> February	<i>No Prep Classes– Individual Student Testing</i>
Monday 9 <sup>th</sup> March	<i>Labour Day Holiday</i>
Tuesday 16 <sup>th</sup> March	<i>Student Free Day</i>

<b>Term 2: Tuesday 14<sup>th</sup> April 2020 to Friday 26<sup>th</sup> June 2020</b>
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Monday 8 <sup>th</sup> June	<i>Queen's Birthday Holiday</i>
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<b>Term 3: Monday 13<sup>th</sup> July 2020 to Friday 18<sup>th</sup> September 2020</b>
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<b>Term 4: Monday 12<sup>th</sup> October 2020 to Friday 18<sup>th</sup> December 2020</b>
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Tuesday 3 <sup>rd</sup> November	<i>Melbourne Cup Holiday</i>
Friday 18 <sup>th</sup> December	<i>Final School Assembly: 2.15pm</i>

### **2020 – Bell Times**

#### **Monday - Friday**

9.00am – 11.00am:	Morning Session (Numeracy)
10.30am – 11.00am:	<i>RECESS</i>
11.00am – 1.00pm:	Middle Session (Literacy)
1.00pm – 1.10pm:	<i>LUNCH EATING TIME</i>
1.10pm – 2.00pm:	<i>LUNCH PLAY</i>
2.00pm – 3.30pm:	Afternoon Session (Inquiry)

## **2020 Key Goals**

- To develop consistent ‘learning behaviours’ for our students.
  - To increase our students ability in phonemic awareness in reading.
  - To improve our student engagement and connectedness to school.
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## **Key Learning Areas at Longford Primary School**

### **Literacy**

*Reading* – All students in Grades Prep – 3 are placed on reading levels with the emphasis on decoding and comprehension. As the students become more proficient with their reading the range of material and genres increases as does the complexity of comprehension activities. Students will be placed in ability groups as well as whole class sessions.

*Spelling* – All students at Longford Primary follow the Soundwaves Spelling Program. This is a phonological based program with a ‘sound of the week’ introduced across the whole school on a Monday. Students in Grade Prep are given a more intensive program with all sounds covered by the end of Term 2.

*Writing* – Teachers use the Big Write approach to develop student understanding of the main aspects of writing. The whole school covers the same genre for the writing program. Genres include narratives, recounts, persuasive texts, information reports and poetry. Students are encouraged to be engaging in their writing with emphasis on structure, punctuation, handwriting and spelling.

### **Numeracy**

A high emphasis on place value and number facts is expected across all year levels. Number is taught in all classrooms for a minimum of three sessions a week with other sessions focussing on measurement, space, structure, location and chance. Maths at Longford is very hands on with students encouraged to practically apply new knowledge. There is also an emphasis on mental arithmetic including times tables and basic number facts.

### **Inquiry Based Units**

Students at Longford will be involved in units of work or ‘Inquiry Units’ that revolve around a particular theme. Themes may include Australian History, Government, Environmental Issues, Migration and The Solar System. Inquiry Units are designed to promote the students independent research skills and closely follow an investigative approach.

## **2020 Specialist Areas**

### **Science Program**

All students will have a 1 hour per week session in the Science Room conducted by their classroom teacher. Topics covered will include biological, physical, earth and chemical science. Emphasis is placed on students developing an understanding of the scientific processes involved in experimentation with time also focusing on reflection of how a science experiment changed their initial ideas on a subject.

### **Physical Education**

All students are provided with a 45 minute session of physical education per week, Longford students in Grade 3-6 have an opportunity to represent the school in the areas of Swimming, Cross Country and Athletics. Students are encouraged to wear runners.

Longford Primary School provide swimming classes for all students at the Sale Aquatic Energy Centre. This program is run by fully trained swimming instructors and is compulsory for all students.

### **Music**

Music specialist classes are held on a Friday and taught by a music specialist. Classes focus on whole class participation, singing, instrument playing and awareness of beat and rhythm. Longford participates in local Eisteddfods through the school choir which is open to students of all ages. Private instrument lessons are also provided at additional cost on a Monday.

### **Art**

Every Longford students has art classes for one hour per week. These classes focus on creativity and design with children using paint, print, drawing, construction and clay to produce their artistic work. The Sale Show is used as an avenue for students to display a wide range of their artwork with numerous displays also around the school.

## **Student Welfare**

### **School Wide Positive Behaviour – ‘Go for Green’ traffic light system**

Longford Primary School adopts the ‘go for green’ student management approach which specifically outlines expected behaviours for all students and promotes them to ‘go for green’ through a variety of positive reinforcements. These can take the form of postcards home, whole class rewards, visits to the Principal, whole school reward themes and free lunch orders.

All classes have a consistent approach for student discipline which the students are made aware of at the beginning of the year. All discipline issues are documented with parents contacted if needed. Our school prides itself in having an open consistent approach with student management and bullying issues and all parents are encouraged to speak to their classroom teacher or Principal if their children are being subjected to any anti-social behaviours.

### **Social Skills Program**

Our Social Skills Program is closely linked with our four school values of *respect, responsibility, integrity and excellence*. A social skill is introduced for the upcoming week on a Friday ‘welfare’ assembly where the new social skill is discussed in the

school. All classes then run a 45 minute social skills session during the week where students are given role playing opportunities to practise the social skill in a range of settings.

In 2020 a large focus of our social skills and learning behaviours will continue to focus on developing a ‘growth mindset’ approach for our school community. This will involve students in grade levels focussing on areas of growth and points of improvement rather than always concentrating on an end result. We are hoping that this approach can assist in our students’ resilience strategies, particularly when challenged with academic problems presented in different ways.

## **Reporting to Parents**

Ongoing feedback between parents, students and teachers on academic and social progress is expected throughout your child’s time at Longford Primary School. Our school has a whole school assessment schedule and whole school online assessment tracking to closely monitor your child’s progress throughout the year. This information is available to all staff including the Principal, and is updated each Term.

### **Term 1:**

March Observation Reports are distributed to all parents in early March as a guide on how your child has settled in to the new year and any immediate academic or behavioural concerns. Parents are also given an opportunity to discuss their child’s progress at initial parent teacher interviews. This formal contact is important, establishing mutual expectations and understanding the important details of the class program.

### **Term 2:**

Written reports will be issued at the end of Term 2. These reports clearly outline your child’s progression against AUSVELS (Australian Curriculum Standards).

### **Term 3:**

Early in Term 3 all students participate in Three Way Conferences where the student leads discussion on their progress so far in the year, and what key goals they are working on for the rest of the year.

### **Term 4:**

Written reports will be issued and interviews arranged at the request of parents or teachers.

Please remember that teachers are available for interviews at any time during the year. It is necessary, however, to make an appointment for a mutually convenient time, which we will try to arrange upon your request.

*PARENTS ARE ACTIVELY ENCOURAGED TO CONTACT THE CLASS TEACHER OR PRINCIPAL TO DISCUSS ANY ASPECT OF THEIR CHILD'S EDUCATION AT ANY TIME DURING THE YEAR.*

## Other Information

### School Fees (Education Levies 2020)

Students at Longford Primary are provided with all of the supplies that they need at school and we ask parents to contribute in the form of a school fees (educational levy) to cover the following: educational needs, whole school excursions, visiting performers and swimming.

The school relies heavily on these parents' payments and requests that parents make these payments during February/March. There are many options available to pay your fees including BPay, EFTPOS, CentrePay and Cash.

Families experiencing difficulties in making payment, or who are wishing to make special arrangements for payments, please contact the Principal or Business Manager directly.

### School Fees 2020

Student Requisites	\$100.00
Whole School Excursions and Incursions	\$ 30.00
Swimming Program	\$ 40.00
<b>TOTAL COST</b>	<b>\$170.00</b>

Besides materials provided by the school, your child will need:-

- An art smock
- A school bag
- A library bag
- A school uniform

### Lunches:

- Lunches easily managed by the child are recommended.
- Under no circumstances are fizzy drinks or glass containers permitted.**
- Chewing gum or bubble gum must not come to school with your child.**
- Tins of food, such as tuna, are not permitted.**
- Lunches needing reheating or boiling water, such as noodles, are not permitted.**

Longford Primary School offers lunch orders on Mondays and Fridays. These orders are filled by Lakeview General Store in Longford. Orders are to be written on a brown paper bag with the students name and class clearly on it and placed in the box at the office by 9am. Lunch order list are available at the office

### Change of Address:

**It is imperative that we can contact you in case of an emergency.** Please notify the school if you change your address, phone number or the person or persons who will care for your child in an emergency. You will automatically be asked to upgrade this emergency information at the beginning of each year.

### **Car Parking at Longford Primary School:**

All parents are reminded that when collecting children from the school or visiting for any other purpose before or after school, you should use the car park area at the front of the school. Entry to the parking area must be made only from Hobson's Road at the south (Yarram) end of the area. One space is marked and allocated for disabled parking. Exiting is via Hobson's Road as well. Buses only enter from the Northern end and they have their own entry and exit point.

Parents are not to use the staff car park for general parking.

### **Book Club:**

Scholastic Book Club is conducted every six weeks, by parents, enabling children to purchase their own books. Students may participate in this Club if they wish.

### **Camps:**

**Grades 5 - 6** pupils will participate in a 3 night extended overnight experience away from the school every second year.

**Grade 3 - 4** will experience a 2 night camp away from the school every second year.

### **Bus Travellers:**

Teachers are rostered for duty each night to ensure children are put on the correct bus. ***If your child is to be collected at school, or is altering their usual bus travel arrangements, the school must be notified.*** This is to be done in writing or ringing the school office. Instructions to your child need to be clear and accompanied by a note to be given to the school office. If there are any doubts as to whether your child is travelling on the bus or not, the child will remain at school.

If you need your child to travel on another bus route and note must be sent in to the office at least **THREE** days before the date of travel. At least three days are needed as we must send the request to the bus co-ordinator at Sale College for approval.

N.B: Children are not permitted to travel on a school bus other than to be transported from home to and from school.

Parents wishing to report incidents related to bus travel should do so by contacting the Principal and/or the Bus Co-Ordinator at Sale College- 5144 3711

### **Emergencies at School:**

In case of an emergency, such as a fire or accident involving the school as a whole, we have a Displan procedure known by staff to ensure the safety of all. The school will experience a fire drill so children are also familiar with this procedure. Obviously care of children at all times is crucial and in the event of a major emergency or evacuation, the school will come under the control of the Police/Emergency Services. Our 'Skool Bag' App is the first point of information for all emergency announcements in including bus closures or delays.

Local ABC Radio will also be a main source of communication

### **Labelling:**

We request that all removable clothing and personal items be labelled clearly with your child's name, or with some form of identification known to your child. Label school bags on the inside with your child's name, address and phone number. Found clothing is placed in a lost property box at the school for your inspection. This is disposed of at the end of each term.

### **Toilets:**

Please ensure your child understands and uses acceptable toilet etiquette before he/she comes to school. The toilets are not a play area.

### **Wet/Hot Days:**

If the duty teacher considers a "wet/hot day" program is necessary, children will be supervised in their classrooms at recess and lunch times. A wet day timetable exists for bus travellers after school. This requests all students to assemble in the indoor assembly room or appointed areas such as the covered area outside of the Library.

### **Attendance:**

Attendance must be regular. A written note is required by law for any absence. These notes are filed in the school for inspection. If you wish to take your child from the school early, please see the Principal and the class teacher. We do not want your child removed from the school by unauthorised persons, nor do we want children leaving the grounds without adult supervision. A "sign out/in book" is located in the front office, which should be used as part of the process.

Upcoming absence information can also be recorded on the Sentral app.

### **Illnesses and Infectious Diseases:**

We request that you do not send your children to school if they are ill prior to departure from home or if they are not fully recovered from an illness. Children are not fully receptive to learning and our facilities for caring for them are limited.

A child who becomes ill whilst at school will be cared for in the sick bay and parents will be contacted in order to take the child home - if necessary, the parents of a sick child will be asked to wash the soiled linen and blankets from the bed.

#### ***Some diseases require the child to be excluded from school...***

Condition	Exclusion of Cases	Exclusion of Contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Gastroenteritis	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
<b>Measles*</b>	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Pertussis*</b> (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

### **Head Lice:**

You are urged to keep a constant check on your child's hair. There will be times when the school will do a whole school check on lice and there is a consent form on your child enrolment form to allow the school to do this

### **School Council**

The School Council is the governing body of the school. It determines School Policies, oversees the maintenance and development of buildings and grounds, is accountable for school finances and responsible for stimulating and maintaining interest in the school. Other duties of the School Council include employment of non-teaching staff, overseeing construction works, determining the use of the school by other groups, approving school programs, community education activities, fund-raising, the purchase of equipment and the establishment of various sub-committees.

#### **Membership:**

School Council is generally made up of 8 elected parents, 4 elected teachers, the principal and 1 community Member.

Any parent of a child at the school can be nominated for School Council.

#### **Sub-Committees:**

School Council has a number of sub-committees led by a School Councillor. Any parent may become a member of a School Council Sub-Committee. Sub-Committees may include Finance, Facilities, Education, Country Fair and others as needed.

#### **Meetings:**

School Council meets in the School Staffroom at 7.30p.m. on the third week of each month. All parents are welcome to attend these meetings.

School Councillors are YOUR REPRESENTATIVES! Council activities are reported to parents through "*The GAS*". Parents should not hesitate to contact School Councillors to express ideas or concerns about the school

### **Parent's Club**

Parents' Club is made up of the parents of children attending this school. Parents' Club meet at different intervals during the year and all parents are welcome to attend. Parents' Club is a less formal body than School Council. Its activities include making new parents welcome, and to run some fund-raising, information and social activities and to assist with the Longford Country Fair.

### **School uniform.**

- Blue and white gingham dress (black or grey tights may be worn underneath)
- Grey pinafore with box pleat in front
- Royal blue polar fleece jumper, with small school motif
- Royal blue polo top, with white striped collar and small school motif (White or Navy blue Skivvy to be worn under polo shirts if required)
- Dark navy shorts / skorts
- Dark navy tracksuit pants
- Dark navy surf style pants
- Navy or white socks

- Black shoes or black runners
- Royal blue school hat with school motif (Term 1 & 4)

***Sports Uniform (To be worn on sports days / PE days only )***

- School Polo Shirt / Polar Fleece  
Royal blue netball skirt
- Navy sports shorts  
Black / Navy blue sports briefs  
Any colour runners

***Additional Items***

Studs or sleepers (please keep all other jewellery at home)

Watches

Hair Elastics, scrunchies, ribbons and bands (black, white or royal blue only)

**Wrist Bands, Make-Up and Nail Polish are not part of the school uniform.**

**ITEMS AVAILABLE FROM JSM Embroidery, Sale**

Dark navy tracksuit/surf style pants

Royal blue polar fleece jumper, with white striped collar and small school motif

Royal blue or white polo shirt with school motif (long or short sleeved)

Royal blue hat with school motif.

School Bag

## **Communication**

**Newsletter: "THE GAS"**

The "*Longford Gas*" is produced weekly as a School Community Newsletter.

"*The Gas*" contains a School program calendar, notices about school programs, notice of meetings, general school information, student, staff and community contributions. Community Groups are invited to use "*The Gas*" to advertise their activities.

**Distribution:**

"*The Gas*" is issued via email and school website every Thursday, please get into the habit of reading the newsletter to stay informed. If grandparents or other family member wish to have "The GAS" emailed please advise the office to put them on the email distribution list.

The calendar on the front page of "The Gas" will serve as a reminder for coming events. As much advanced warning as possible will be given for coming events.

A noticeboard in front of the school office is used to highlight important school activities.

Details of these activities are also available in "*The Gas*" or from the school office.

**Longford Primary School Sentral App:**

The Sentral is an app that can be downloaded onto any smart phone or tablet. Longford Primary School uses this to communicate with families regarding emergency situations, bus arrival time for returning school camps, reminders or cancellation of events and other important information. The GAS is also published on the app each Thursday.

### **Other Notes Home:**

From time to time class notes and other information are sent home via the students. Please check bags regularly!



## **Transition**

### **Kinder to School Transition:**

Longford Primary School runs a successful 6 week Transition Program for our new Prep students. This helps to create a great relationship with your child over a 5 week period in October/November. The visits are conducted weekly and start with a couple of hours week one and end with a whole day in week five.

#### ***Key aims of our transition visits:***

- For new Preps to feel comfortable in their new surroundings.
- To practise packing / unpacking bags etc to prepare for school.
- To begin to familiarise themselves with school routines.
- To gradually build up their time at school.
- To build relationships with new adults.
- For teachers to begin initial assessments of students both socially and academically.
- To build up relationships with their new buddies.

#### ***How to assist with the transition program:***

- Mark the dates on the calendar.
- Let your child assist you in packing recess and lunch food.
- Practice independent toileting and dressing.
- Practise packing a bag to take to school for these visits.

- Begin establishing school routines by having a clear pick up point arranged with your child.

### **Primary to post-primary school**

Year 6 students have the opportunity to visit the Post Primary School of their choice for an information day (mid-year) and an orientation day in Term 4.

Year 7 Coordinators visit the school to talk to prospective Year 7 enrolments.

Parents of students in Years 4, 5 and 6 are strongly urged to investigate all sources of Post Primary Education prior to making one of the most vital decisions affecting the education of their child.