

# LONGFORD PRIMARY SCHOOL

No. 1694



## 2024



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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 160 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.

We value learning behaviours in our students which help them to achieve success in their learning. We place a high emphasis on every student making progress in their learning despite their starting point. We work in Professional Learning Communities to identify each student's ability through assessments. Teachers then work together to establish the best teaching strategy that could be used to move each student onto the next point in their learning. This approach has helped our students achieve high results in NAPLAN and teacher judgements.

Academically our school promotes and values the explicit teaching of literacy and numeracy. We do this through having a consistent teaching approach, using the Workshop Model in Literacy and the Experience First Model in maths. In reading, we will continue to focus on students decoding words by sounds as their first strategy, before developing their ability to comprehend the text, while in maths, we will give students opportunities to problem solve and develop their reasoning and fluency skills. 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**

## School Vision and Values

Longford Primary School aims to develop a whole school culture of educational excellence. We endeavour to develop independent, resourceful and resilient learners that will realise their full potential.

### *Respect, Responsibility, Integrity, Excellence*

**Respect:** *Treat others and the environment with care, consideration and regard*

**Responsibility:** *Be accountable for your own actions and learning*

**Integrity:** *Demonstrate integrity in all of our actions, being honest, fair and loyal*

**Excellence:** *Strive to achieve your personal best in all that you do and acknowledge yours and others' efforts.*

## 2024 – Key Dates

Monday 29<sup>th</sup> January                      *Curriculum Day (1) – No students*  
Tuesday 30<sup>th</sup> January                      *First Day for all students*

<b>Term 1:</b> <b>Monday 30<sup>th</sup> January 2024 – Thursday 28<sup>th</sup> March 2024</b>
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Wednesday 7 <sup>th</sup> February	<i>No Foundation Classes– Individual Student Testing</i>
Wednesday 14 <sup>th</sup> February	<i>No Foundation Classes– Individual Student Testing</i>
Wednesday 21 <sup>st</sup> February	<i>No Foundation Classes– Individual Student Testing</i>
Wednesday 28 <sup>th</sup> February	<i>No Foundation Classes– Individual Student Testing</i>
Monday 11 <sup>th</sup> March	<i>Labour Day Holiday</i>

<b>Term 2:</b> <b>Monday 15<sup>th</sup> April 2024 to Friday 28<sup>th</sup> June 2024</b>
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Thursday 25 <sup>th</sup> April	<i>Anzac Day</i>
Monday 10 <sup>th</sup> June	<i>King's Birthday Holiday</i>

<b>Term 3:</b> <b>Monday 15<sup>th</sup> July 2024 to Friday 20<sup>th</sup> September 2024</b>
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<b>Term 4:</b> <b>Monday 7<sup>th</sup> October 2024 to Friday 20<sup>th</sup> December 2024</b>
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Tuesday 5 <sup>th</sup> November	<i>Melbourne Cup Holiday</i>
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## 2024 – Bell Times

### Monday - Friday

9.00am – 11.00am:	Morning Session (Literacy)
11.00am – 11.30am:	<i>RECESS</i>
11.30am – 1.00pm:	Middle Session (Numeracy)
1.00pm – 1.10pm:	<i>LUNCH EATING TIME</i>
1.10pm – 2.00pm:	<i>LUNCH PLAY</i>
2.00pm – 3.30pm:	Afternoon Session (Inquiry)

## **2024 Key Goals**

- To develop consistent ‘learning behaviours’ for our students.
  - To increase our students’ ability in phonemic awareness in reading.
  - To develop our students’ confidence in maths and numeracy skills.
  - To improve our students’ perseverance, resilience and connectedness to school.
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## **Key Learning Areas at Longford Primary School**

### **Literacy**

*Reading* – All students are placed on reading levels depending on their individual needs 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* – Our focus for spelling is based on developing students’ phonic knowledge which ensures they learn the sounds letters and letter combinations make and is closely connected with the reading decoding strategy.

*Writing* – Teachers use the Workshop Model 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 the Big Ideas in Maths is expected across all year levels, with different ideas important at different 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, using open ended tasks for students to develop reasoning and justification skills, with students encouraged to practically apply new knowledge into different contexts. 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.

## **2024 Specialist Areas**

### **Science Program**

All students will have a 1 hour per week session 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.

### **Indonesian**

All students

### **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 for all lessons unless otherwise stated.

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 Thursday 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 student 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**

Longford Primary School adopts the School-wide Positive Behaviour student management approach which specifically outlines expected behaviours for all students and promotes them to use them in a variety of contexts. Teachers work hard to ensure students meet expectations relating to their learning and behaviour within the classroom and in the playground. 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.

## **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.

Written reports are completed by class teachers and sent home at the end of second and fourth term, while student led conferences occur at the end of term two, accompanying the report.

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 Contributions**

Longford Primary School provides students with free instruction to fulfil the standard Victorian curriculum, however the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We request families make the following contributions towards the cost of their child's education. Families wishing to purchase stationary items individually themselves are welcome to do so and can obtain a list of individual items from the school office.

Families are requested to make payment of school fees via EFT, Direct Deposit, BPAY or Centrepay where possible. Where one of these is not convenient, payment can be made via cash directly at the school office or via cheque by prior arrangement. We request that parents make full payment of all fees for the year prior to the end of Term 1.

Longford Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief
- Centrepay and individual payment arrangements
- Second-hand uniform options

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the school office.

### **School Contributions 2024**

<i>Curriculum Contributions (includes swimming program)</i>	<i>\$ 160.00</i>
<i>Other Contributions (whole school activities)</i>	<i>\$ 30.00</i>
<b>TOTAL CONTRIBUTION</b>	<b>\$190.00</b>

Besides the above materials, 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 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. A lunch order list is 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 or bus bay for general parking or drop-off/pick-up.

### **Book Club:**

Scholastic Book Club is conducted twice per term enabling children to purchase their own books. Book Club is open to all families and extended families. Orders should be placed online via Book Club "Loop Orders" or placed in the white box at the school office prior to the return date marked on the individual catalogue.

### **Camps:**

**Grade 3 - 6** students will participate in a camp experience away from the school every year. The location of camps will vary subject to availability. Parents are required to pay all camp costs prior to departure to enable their child to attend camp. Any parent experiencing financial difficulty can contact the school office to discuss alternative payment arrangements.

### **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 ‘Sentral’ 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. All unclaimed items will be 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 iPad” 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.

Condition	Exclusion of Cases	Exclusion of Contacts
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.
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.

Condition	Exclusion of Cases	Exclusion of Contacts
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, 3 elected school staff, 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, Fundraising and others as needed.

#### **Meetings:**

School Council meets in the School Staffroom at 7.30p.m. on the second Tuesday 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 fundraising, information and social activities.

## **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 wide brim hat with school motif.

School Bag

## **Communication**

### **Newsletter: "THE GAS"**

The "*Longford Gas*" is produced fortnightly in video format 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.

### **Distribution:**

"*The Gas*" is issued via email 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 Compass App:**

The Compass 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 Transition Program for our new Foundation students each year. 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 in 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.