LONGFORD PRIMARY SCHOOL

No. 1694

2026

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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 177 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 pace 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 numeracy. 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) art competitions and a range of sporting events including swimming, cross country and athletics. This combined with our specialist areas of art, music, physical education, LOTE (Indonesian) and Science 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 provide you with information about the school's operations and what to expect for your child in beginning their schooling.

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 your actions, being honest, fair and loyal*

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

2026 – Key Dates

Term 1:	**Monday 28th January 2026 – Thursday 2nd April 2026**
Wednesday 4th February	*No Foundation Classes– Individual Student Testing*
Wednesday 11th February	*No Foundation Classes– Individual Student Testing*
Wednesday 18th February	*No Foundation Classes– Individual Student Testing*
Wednesday 25th February	*No Foundation Classes– Individual Student Testing*
Monday 9th March	*Labour Day Holiday*

Term 2:	**Monday 20th April 2026 to Friday 26th June 2026**
Monday 27th April	*Anzac Day Holiday*
Monday 8th June	*King's Birthday Holiday*

Term 3:	**Monday 13th July 2026 to Friday 18th September 2026**

Term 4:	**Monday 5th October 2026 to Friday 17th December 2026**
Tuesday 3rd November	*Melbourne Cup Holiday*

2026 – Key Dates

Tuesday 27th January	*Curriculum Day (1) – No students*
Wednesday 28th January	*First day for all students*

2026 – Bell Times

Monday - Friday

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

2026 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.

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 genre. Students will be placed in ability groups as well as whole class sessions. As part of the Workshop model, students are taught how to make entries into their reader's notebook which is designed to capture there thinking about what they have read.

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. Genres include narratives, recounts, persuasive texts, information reports and poetry. Students are encouraged to engage in their writing with emphasis on structure, punctuation, handwriting and spelling. Focus is placed on teaching students particular writing skills they can use as authors.

Numeracy

A high emphasis on the Big Ideas in Maths is expected across all year levels, with different ideas important at different year levels. The Big Ideas identifies key parts of maths, including trusting the count, place value, additive and multiplicative thinking, and partitioning. 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. We are beginning to learn more about the difference between maths and numeracy and the importance of both.

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.

2026 Specialist Areas

Science Program
All students will have a 45 minute session per week conducted by a specialist 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 will have a 45 minute session per week conducted by a specialist teacher. Vocabulary and learning about Indonesian culture provide the foundation of the program which culminates in celebrating Hari Indonesia in August.

Physical Education
All students are provided with a 45 minute session of physical education per week, 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.
Our school provides swimming classes for all students through 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 Wednesdays and Thursdays 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.

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. Our students' artwork has also been displayed at the Sale Art gallery as part of our involvement in their Art Outreach program.

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 the use of them in a variety of contexts throughout the school. 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 and reminded regularly throughout 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 the school is unaware of.

Student Mental Health

Our school has a social worker who attends our school two days per week to provide support and advice to students and staff. Our social worker develops programs to help teach students about emotional resilience whilst also helping to prepare our senior students for their transition to secondary school. Individual student and family support is also provided on a needs basis.

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. 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 2025

Curriculum Contributions (includes swimming program)	***$ 160.00***
Other Contributions (whole school activities)	***$ 30.00***
TOTAL CONTRIBUTION	**$190.00**

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 student's 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. There is a designated drop off/pick up zone in the bowl of the carpark. Vehicles are not to be left vacant and should be stationary for no more than five minutes. If parents need to leave their car or need to wait for longer than five minutes, they should use one of the car parking spaces provided. Parents are able to park along Hobsons Road at the back of the school as well if needed.
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 a temporary bus pass must be obtained at least **THREE** days before the date of travel, 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 'Compass' 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. If your child experiences difficulty with toileting, please contact their teacher to best support your child.

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 is important for students' learning, socialisation and wellbeing. A reason is required to be provided to the school for any student absence. If you wish to take your child from the school early, please see the Principal and 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 kiosk" is located in the front office, which should be used as part of the process.
Upcoming absence information can also be recorded on the Compass app.

Head Lice

You are urged to keep a constant check on your child's hair. There is a consent form on your child enrolment form to allow the school to do visually check hair. Students who have live lice detected in their hair are required to be collected from school immediately.

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.
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.
Measles*	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.

Condition	Exclusion of Cases	Exclusion of Contacts
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (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.

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/conference room 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.

Parents' 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
- Royal blue polar fleece jumper, with small school motif
- Royal blue polo top, with white edged collar and small school motif (short or long sleeve)
- Dark navy basketball, walk shorts, skorts or skirt
- Dark navy tracksuit pants
- Dark navy drill pants
- Plain socks, free from logos or patterns (preferably navy, black or white)
- Runners, elastic sided boots or school shoes of sturdy construction with closed toe
- Royal blue school hat with school motif (Term 1 & 4)
- Winter coats of any colour may be worn outside.
    - No thongs are to be worn
    - Socks must be worn at all times
    - Leggings or bike shorts may only be worn under approved dress or skirt

Uniform items are available from JSM Embroidery, Sale

Sports uniform
Students are encouraged to dress in their house colours for school sport activities. Students participating in Interschool sport activities are required to wear the school polo shirt and navy shorts/skirt or a school sports top. The school will provide an athletics singlet, t-shirt or netball dress as required.

Additional Items
Earrings - Studs or sleepers (please keep all other jewellery at home)
Watches
All students with shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety.

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

Communication

Newsletter: "*THE GAS*"
The "*Longford Gas*" is produced weekly for the School Community Newsletter. "*The Gas*" contains a School calendar, notices about school programs, notice of meetings, general school information, student, staff and community contributions.

Distribution:
"*The Gas*" is issued via Compass every Thursday, please get into the habit of reading the newsletter to stay informed.

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 at the front of the school 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 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. Notes will normally be sent home via Compass, with electronic permission required. Hard copy forms for excursions and activities can be requested from the office.

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 3 week period in November. The visits are conducted weekly and start with a couple of hours in week one and end with a half day, coinciding with the statewide transition day for all Victorian government schools.

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 secondary school of their choice for an information day (mid-year) and an orientation day in Term 4. Year 7 Coordinators also visit the school to talk to prospective Year 7 enrolments.