‘Green Tree Frogs’
Our Tadpoles morph into Frogs

Synthetic Athletics track and Soccer ground

Investigations and Inquiry Learning

‘Huff & Puff’
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Dear Parents,

As Principal of Lysterfield Primary School it is with much pride that I introduce you to our school.

As parents you are about to make an incredibly important decision about your child's future. The choice of a school is not only for academic results but also for the development of your child as an individual with very special talents and skills who will thrive in our society of the future.

We believe in a strong partnership between home and school. Our staff are highly enthusiastic and through this partnership will ensure that our three-way channels of communication between students, parents and teachers, are kept open to enhance the development of your child. We encourage you to become an active participant in your child's education and we welcome your contribution. By being actively involved you are sending your child a positive message that school and education is extremely important.

We offer a comprehensive and extensive programme for their foundation Year of School. Our informal Transition sessions commence with a 'Taste of School' and 'Story Hour' during Term 3 and our formal Transition sessions commence early in Term 4. These sessions are held fortnightly and finish with an orientation morning mid December. An Information session is also held for parents and detailed information regarding this Transition programme will be sent out to parents of enrolled students during Term 3.

Students at Lysterfield Primary School enjoy a positive and supportive environment with both progressive and extensive programmes across all areas of the curriculum. We have specialist programmes in Visual Arts, Performing Arts, LOTE, Environmental Science, Greatways discovery program and Physical Education. We promote student welfare programmes such as: Values, Restorative Practice, F-6 Circles Groups, Student Leadership Development, Green Tree Frogs, Kitchen Vegetable Garden, Solar Panels, Integrated Inquiry Learning, Science and Technology and Year 6 students fortnightly visits to a local Nursing Home.

These programmes help students to understand their role in our school, local and global community.

We hope you will share your child's learning journey in the years ahead at Lysterfield Primary School.

Yours Sincerely,

Tina Clydesdale
PRINCIPAL
Helping your child start school

Here are some things you can do with your child to prepare them for school.

Try to let your child get used to:

- putting on and taking off jumpers
- putting on and doing up shoes
- eating and drinking without help
- using a handkerchief or tissue
- using and flushing the toilet independently – especially boys using a urinal
- putting away toys and belongings
- packing and unpacking bags
- recognising their name written in lower case letters

The following provides a guide to some of the activities in which your child will be involved in their first few days of school

- developmental play
- story-time
- counting rhymes, games and songs
- play lunch
- games to recognise names
- supervised play in the playground
- pre-reading activities
- cutting and pasting
- lunch (supervised inside/outside)
- familiarisation with the school – buildings and grounds

The early days of the Foundation year have been arranged to introduce the children gradually to the more formal school routine.

You can assist us during these early days by:

- saying good-bye to your child at the door and leaving when the teacher takes your child into the room
- being punctual before and after school
- waiting outside, well away from the entrance when collecting your child, to give all children a chance to spot their parents
- providing a change of clothing, including underwear, in case of accidents

During this period your child will become progressively independent in entering the building and moving to their classroom. Please encourage this independence.
LYSTERFIELD PRIMARY SCHOOL

History

Lysterfield Primary School has a long history. We are currently in our 138th year as part of the Government Educational System.

Agitation for a school in Lysterfield, or Narre Warren North as it was then known, commenced in the early 1870s. In 1874 William Saurin Lyster donated 2 acres of land on the South side of Wellington Road for the building of a school, which opened on 9 April 1877.

First known as S.S. 1866 Narre Warren North, its name was changed to Lysterfield in 1879 in Lyster’s honour. The school closed temporarily and reopened several times in various locations over a number of years.

In 1920 the present old school building was erected on the site of the original school. School commenced in this building on the 24 September 1921 with 15 pupils.

1990 was the year when suburbia appeared to be catching up to our country school with 120 pupils attending. In 1997 our school relocated to its new home in Bellfield Drive, Lysterfield. With new housing flourishing, enrolments peaked in the high 600’s. Currently there are 456 students in attendance, confirming that the spirit and strength of Lysterfield Primary School’s community continues to thrive. We have added new rooms from community raised funds and recent additions to our school grounds are synthetic play areas including a competition quality soccer pitch. 2012 saw the completion of our new purpose built Senior School buildings which we are incredibly proud of. This flexible learning space also ensures our year 5 & 6 students have a two year transition process that prepares them for Secondary School.

A warm welcome to all.
Philosophy

The School Community’s strong commitment to enhance student learning outcomes is supported by the positive partnership that exists between teachers, parents and students. We share a common purpose and pride in our school. Communication between staff and parents is integral to our sense of community.

Mission Statement

Lysterfield Primary School will provide a positive and safe learning environment that caters for a variety of learning styles. Our objective is to develop confident, well adjusted, resilient, life long learners capable of being responsible for their own opinions and actions, whilst being positive contributors to the global society and a sustainable environment.

Curriculum

Inquiry learning at Lysterfield

We learn best when we are at the centre of our own learning. Inquiry learning is a process where questions are generated from interest, curiosity and experiences of the learner. When investigations grow from our own questions, curiosities and experiences learning in an organic and motivating process that is intrinsically enjoyable.

Inquiry Learning is a cyclical process where the learner asks questions which leads to the desire for answers or solutions to problems. The result is the beginning of exploration and hypotheses which leads to investigation to test the hypotheses or find answers to big questions.

When true inquiry is supported inside and outside the classroom the learner feels valued and respected and learning blossoms. The child sees learning as intrinsically fun, an enjoyable lifelong process to be shared with others.

Nurturing the natural curiosities within a child helps create a child who strives for knowledge and understanding both within themselves and the world around them.

AusVELS

AusVELS (Australian and Victorian Essential Learning Standards) is the Foundation - Year Ten curriculum for Victorian Government and Catholic schools for implementation from 2013. AusVELS outlines what is essential for all Victorian students to learn for Foundation - Year Ten (F-10) and includes the Australian Curriculum for F-10 for English, Mathematics, History and Science. It provides a single, coherent and comprehensive set of common achievement standards which schools use to plan student learning programs, assess student progress and report to parents.

Programs are provided in Visual Arts, Physical Education, Performing Arts, Library, PMP, Foundation to year 2 Swimming, Camps (years 3, 4, 5 & 6), Information Communication Technology, Sustainability and Environmental Science, Science & Technology, Excursions, Extensions and Intervention and LOTE.

Parents enthusiastically participate in the life of the school through classroom assistance as well as attendance at Parents’ Association, School Council, working bees, parent information nights etc. Teachers value and appreciate this involvement.
**Extra Curricular Activities**

Lysterfield prides itself on providing a number of extra curricular activities. Students may be selected or indicate an interest in participating in the following:
- Greatways Discovery Learning Program - Foundation – 6
- Technology Club (including robotics) Years 1 – 6
- Dance Club – Years 3 – 6
- Junior Choir
- Senior Choir
- Rock Band – Years 5 & 6
- Music Ensemble
- Guitar, keyboard, tuned and untuned percussion group
- Library – Years - Foundation – 6
- Lunchtime sporting competitions throughout the year Years 3 – 6
- Specialised Cricket training Club
- Games club – including backgammon and chess
- Craft Club
- Drama Club
- Art Club

**Student Wellbeing**

Lysterfield Primary School has a clear set of school values that are followed by all members of the school community. Students are aware of this value system and apply it by observing the following set of behaviours.

**Acceptable behaviour inside**
- Walk responsibly inside the buildings
- Be respectful of teachers and parents
- Exit from the closest doorway
- Be respectful of displays
- Be polite to all

**Acceptable behaviour playground**
- Respect others by being friendly, safe and helpful
- Respect the environment
- Be Sunsmart
- Play in safe, set areas
- Use play equipment appropriately
- Be a good sport and include others in your play
- Ask duty teacher for assistance if needed
- 1st bell – stop play, toilets and water
  2nd bell – lined up at class

**Student Leadership**

The aim of our Student Leadership Program is to inspire and encourage students to make a positive contribution to our school, local community and world by being motivated to take action and make a difference. A large number of students are given opportunities to develop their leadership skills through a wide range of roles and responsibilities, such as, speaking at assemblies, writing items for Newsletters and local papers, visiting Pre-Schools and Nursing
Homes, conducting meetings, fundraising for charity, conducting Robotic Challenges, caring for our Tree Frogs and organising our Recycling program.

The leadership teams include:
School Captains
Promotion Leaders
Senior School Leaders
House Captains
Senior School Leaders
Environment and Sustainability
Technology
Art Room
School promotion
Information and Communication Technology
Student Representative Council
Music leaders
Frog Carers

All year six students are encouraged to nominate for a leadership position. The two School Captains, two Vice Captains, two Promotion Leaders, two Senior school leaders, eight House Captains are elected by their peers with input from Staff.

Teachers select Year 6 students to head our Leadership Teams.

**Student Representative Council**

Student Representative Council was introduced in 1992 to increase student participation in the decision-making processes of the school. Representatives are elected from each year level from Years 1 to 6.

Students have already contributed significantly to short and long term planning. Student Representative Council plays a leading role in monitoring our shared value system.

**Circles**

The Circles Program runs across the school usually once a fortnight with mixed groups of students from Foundation to Year 6 working with a designated teacher. The activities are fun and cooperative and often led by the older students. It is an opportunity to sit together in a circle with a mixture of friends from across the school and play games, discuss feelings and how to solve minor issues such as making friends, joining in games, dealing with disappointment and anxiety. The students look forward to this time and get to know a variety of students from other levels.

The activities are designed to increase:

- Understanding and valuing of self
- Understanding and valuing of others
- Positive relations

Children who have **high self esteem** are more likely to:

- Take pride in their success
- Be optimistic
- Enjoy learning
• Manage their emotions
• Help others

Children who have **low self esteem** are more likely to:
• Avoid challenges
• Be emotionally unpredictable
• Feel different
• Be pessimistic
• Lack confidence

During Circles sessions:
• Children are equally valued
• Everyone is accepted
• All games are co-operative
• Everyone has equal opportunity to contribute
• A non-threatening atmosphere
• Thoughtful reflection is encouraged

The program is a part of the Restorative Justice Program used by many schools and other organisations to involve people in solving problems and also in listening to and therefore appreciating other people’s points of view. This approach is used when solving conflicts from the classroom or the playground. The importance of thinking it through and talking about it before acting is encouraged.

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**Huff and Puff**

As parents, carers and teachers, we know that increasing physical activity on a regular basis for Primary aged children is being strongly advocated by many different groups in our community. Politicians, health experts, teachers and parents have all expressed the need for schools to support greater physical activity and improved fitness levels in our children. As a result we have introduced a daily 15 minute Huff and Puff program. At the beginning of each school day, all students participate in a fifteen-minute exercise program designed to support and improve cardiovascular and aerobic capacity. All research shows students return to the classroom more energetic, more focused, more engaged and much more able to tackle the challenges presented to them through their classroom programs.
“Lysterfield – Caring for current and future environments”

“That every young Victorian thrives, learns and grows to enjoy a productive, rewarding and fulfilling life, while contributing to their local and global communities.”

– Professor Peter Dawkins, Secretary Department of Education and Early Childhood Development.

‘Looking Ahead: DEECD’s Environmental Sustainability Strategy’

In 2002 Lysterfield Primary School joined the “WasteWise Schools Program” and in 2004, became an “Accredited WasteWise” school. Throughout this time, Lysterfield has continued to make a total school commitment to the “WasteWise Schools Program” and extended this commitment to “The Sustainable Schools Program”. This includes the wider school community and has brought awareness to many environmental issues within the community.

Over this time we have developed sustainable practices in these three areas – reducing, recycling and education.

Reducing: the reduction of outside bins, the minimising of rubbish to be sent to landfill, the installation of rainwater tanks to support our frogs and Shelly (our Eastern Long Neck Tortoise) also to support the use of toilets and the installation of solar panels on our roof to reduce our carbon footprint.

Recycling: the purchasing of a 240 litre bin from J.J. Richards for recyclables, the ‘Cash for Cans’ program which involves the recycling of aluminium cans. Money received assists our environmental projects, worm farming and composting. The selling of our worm juice assists programs and the purchasing (by students) of the outside bench seats made from reclaimed materials.

Environmental Education: the establishment of Environmental Student Leaders (who also act as mentors) and capably manage a number of environmental projects. A wide range of environmental topics and issues are embedded in the curriculum Foundation – Year 6 and the establishment of our green tree frog and tortoise program - allowing for observation and understanding of environmentally sensitive animals. We are currently planning and preparing the school grounds for our Kitchen Garden project to commence this year.

Wrapper Free Lunches or “Nude Food”

At Lysterfield Primary School it is recommended that all students think about environmental issues and their responsibility to the environment. All students are therefore encouraged to bring “Wrapper Free Lunches” i.e. lunches that are packed in containers instead of commercial wraps and packaging. We feel “Wrapper Free Lunches” are a small contribution towards the reduction of landfill and ultimately another small step towards a better future for our children.
SCHOOL TIMES

Term Dates for 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>January 27 to March 24</td>
<td>January 27, 28 &amp; 29 are pupil free days</td>
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<tr>
<td></td>
<td></td>
<td>March 14 Labour Day Holiday</td>
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<tr>
<td>Term 2</td>
<td>April 11 to June 24</td>
<td>Anzac Day 25 April</td>
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<td></td>
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<td>June 13 Queen’s Birthday Holiday</td>
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<tr>
<td>Term 3</td>
<td>July 11 to September 16</td>
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<tr>
<td>Term 4</td>
<td>October 3 to December 20</td>
<td>November 1 Melbourne Cup Day Holiday</td>
</tr>
</tbody>
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School Timetable

- Start of school day: 9:00am (the first bell rings at 8.57am)
- Recess: 10.40am – 11.10am
  (Students are given time prior to 10.40am to eat their snack)
- Supervised Lunch: 12:50pm-1:00pm
- Lunch Break: 1:00pm-1:50pm
- Dismissal: 3:30pm

Foundation Year Arrangements for 2016

Foundation students will commence on Monday 1 February, 2016

School Hours for foundation students will be:

9:00am to 3.30pm Monday, Tuesday, Thursday and Friday until Friday, 11 March, 2016.

Foundation students will attend full time week commencing Tuesday 15 March, 2016.

Students will be dismissed from designated areas at the rear of the school and must be collected by an adult.

Foundation students do not attend school on Wednesdays until Wednesday, 16 March. We recommend that this day be used for students to rest and rejuvenate. Each student will be required to come to school for an hour on one of the Wednesdays prior to 16 March to complete individual interactive assessments with their teacher. You will receive further information regarding this testing at the start of the year.
Late Arrival

Children arriving after the commencement of the school day are required to be signed in at the office and obtain a late arrival slip to be handed to the class teacher. **It is most important** that you make every effort to have your child at school by **8.50am**. A late arrival can not only disrupt the routine of a class, but can also cause anxiousness to your child as they try to join in activities already commenced. A late arrival can also result in your child not receiving vital information/instruction that is given out at the beginning of the school day.

Late collection of children

Yard duty teachers are on duty until 3.45pm. Whilst Administration staff are usually available to monitor children until 4pm, this cannot be guaranteed. Children will be taken to the Out of School Hours Program (Camp Australia) if the need arises, families will incur a charge if this occurs.

Early Dismissal

If you need to pick your child up early, other than the normal dismissal time, it is required that you sign your child out at the office and obtain a dismissal slip to be presented to the class teacher. A visitors pass must also be signed in order for you to enter the school buildings.

If a person other than a parent is collecting the child, the school requires prior notification in writing.

**The above procedures are to safeguard your child’s welfare.**

Curriculum Days

Please note that children do not attend school on these days.

In 2016, the first day of Term 1 (Wednesday 27, Thursday 28 & Friday 29 January 2016), will be pupil free days. Students will begin school on Monday 1 February, 2016. The remaining pupil-free day will be advised at a later date.
SCHOOL ADMINISTRATION PROCEDURES

Communications

Absence Notes

If your child is absent from school a note of explanation is required upon their return. This is a legal requirement. Please see our school website for a copy of the absence forms which need to be downloaded, filled in and returned to school. These forms are also available from the office. Notes in student diaries will not be accepted. In the case of unexplained absences the school will contact the parents by letter, which must be signed and returned to the school.

Newsletter

Our newsletter is available on our website and providing we have your email address, we will send you a weekly email. The newsletter is the journal of the school and contains many items of interest including information from the classes, specialist teachers, parents and the community. By reading your weekly newsletter you will be kept informed of the many activities and developments in the school as they happen.

Parent/Teacher Consultation

Open communication between parents and teachers helps build a strong partnership in the improvement of education for your children. We welcome your visits to school and value the opportunity to share information.

3-way conferences will be held during the year to allow free exchange of information between home and school. It is important that one or both parents attend. Our open door policy ensures that parents are able to contact teachers throughout the year.

**Term 1**
A 3-way conference evening will be conducted early in Term 1 providing an opportunity for parents to meet the teacher and share information relevant to each child’s educational progress and set individual goals for learning.

**Term 2**
A Student Portfolio of Common Assessment Tasks and written report with Student/Parent/Teacher meeting to follow.

**Term 4**
A Student Portfolio and written report. A student/parent/teacher meeting may be requested by parent/student and/or teacher.

In 2015 we will be using the student report cards incorporating all strands of AusVELS.

Home/school support groups meet each term to discuss and agree upon an individual learning plan. These groups are for children who need extension or individual assistance in their learning.
Proof of Age

Parents are required to supply the school with a birth certificate, extract of birth or passport as proof of age upon enrolment. The school needs to sight the original items and will take a photocopy for the school records.

Visitors Protocol

Before entering any part of the school all visitors/parent helpers to the school must sign in and out via the visitors/helpers book at the office and obtain a badge to be worn at all times. This allows us to monitor who is in the school, ensuring that your child’s safety remains our highest priority. All volunteer helpers are required to provide a current “Working with Children Check” which can be processed by Australia Post. This check is provided free of charge, however parents will need to bear the cost of the photo.

Head lice

Head lice affect people of all ages regardless of cleanliness but are most common in kindergarten and primary school children, where they spread more easily through close contact. If you find lice in your child’s hair please notify your child’s teacher, the first aid attendant or office so notification can be sent home with children in that grade so parents can check their children. The first aid attendant, upon notification will also check the students’ hair to help reduce any further spread. Children are not permitted at school with live lice and need to be treated before returning. A consent form to allow the first aid attendant to check your child’s hair will be sent home early in the year. If further information/advice is required in managing head lice, please contact the first aid attendant. All notifications are treated with sensitivity and confidentiality.

Illness/Medications

Whenever a child becomes ill at school, he/she will be cared for while a parent or emergency person is contacted. Once again, up-to-date contact details and information are important.

Where any medical condition exists which is relevant to the child’s welfare and comfort at school, information needs to be provided to the class teacher and first aid attendant, if appropriate. Please refer to the ‘Student Health – Exclusion Table’ in Appendix A. If your child suffers from any ongoing condition e.g. asthma, diabetes, epilepsy, life threatening allergy, the first aid attendant will need to be informed so a Student Health Plan can be created.

Any medication to be taken during the day should be left at the office to be passed on to the first aid attendant and not left in the student’s bag. Medication should be in its original container with the child’s name written on it. Written permission recording date, dose and time of administration is required for staff to administer medication. A medication authorisation form must be completed. (A copy of this can be found on the school website, as well as from the office or sick bay.) It should be noted that staff do this as a service to parents and therefore may refuse to give some medications. In relation to asthma sufferers, children are encouraged to carry their own puffers and spacers, parents are requested to ensure an asthma plan is completed providing details of treatment at the beginning of each school year or when changes in treatment occur.

It is expected that no child will be sent to school while suffering from contagious diseases, vomiting, diarrhoea, fever, etc.

If your child attends sick bay (for any reason) a note will be sent home explaining why and what treatment (if any) was administered and followed up with a phone call when necessary.
Immunisation

The Health Act introduced in 1991, requires all children starting in primary school to have an Immunisation Certificate.

Parents are required to provide an Immunisation Certificate which gives details of the immunisation status of each child at the time of enrolment. An Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR) can only be accepted by the school if it contains the statement “This child has received all vaccines required by 5 years of age”.

To obtain an Immunisation Certificate contact The Australian Childhood Immunisation Register on 1800 653 809 or go to the online Medicare site: www.humanservices.gov.au/customer/information/welcome-medicare-customers-website, and selecting Australian Childhood Immunisation Register.

Supervision/Accidents

Children are supervised at school from 8.45am until 3.45pm each day. It is unwise to send children to school at a time when they will not be under supervision in the playground.

At Lysterfield Primary School every effort is made to avoid accidents through close yard supervision at all times.

However in the event of an accident, we will make every effort to contact you, the parent, or the nominated emergency person, while taking any emergency action required. Wherever possible, except for necessary First Aid, you will be consulted before any medical action is taken.

You can help in this regard by ensuring that the school always has the up-to-date address and telephone numbers for parents and emergency contact persons. Please keep the school informed when changes occur in employment and/or telephone numbers. Any changes must be made in writing. A “Changes to Details” form is available from the school office and the school’s website. From time to time this information will be sent home for confirmation.

A First Aide Attendant is on duty each day from 11.00 am to 3.00pm.

School Injuries and Insurance

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Early Childhood Development does not hold accident insurance for school students.

Is other insurance cover available? Yes.

Interested families should contact their own insurance companies for further information.
SCHOOL COUNCIL
General Information

Lysterfield Primary School has an elected group of interested parents and teachers called the School Council. The current School Council President is Shane Kelly.

School Council has a number of important tasks:
1. To determine policies by which the school will be conducted.
2. To manage the school’s facilities.
3. To oversee the school’s finances.
4. To act as a link between the home and the school.

School Council has a number of sub committees i.e. Buildings and Grounds, Education, Finance, and Canteen.

SCHOOL FINANCIAL PROCEDURES
Money

On the occasions when money is required at school, written notification will be given to parents. Money should be returned with permission slips, if required, in a sealed envelope that bears the child’s name, grade, the amount of money enclosed and the purpose for the money. Students must hand the envelopes to their class teacher in the morning. Payments received after the due date will not be accepted. Exceptional circumstances will be considered prior to any child being excluded from the planned activity.

Please note that money for social service activities, canteen and special lunches must be kept separate from excursion/incursion payments.

EFTPOS facilities are available at the office. As the office can be busy between 8.45am and 9.15am you may be asked to wait a few minutes prior to being attended to. The minimum EFTPOS transaction amount is $15.00.

Supplementary Requests

The money required to maintain the school, provide requisites and resources to various curriculum areas comes from three areas:

- Government Grants
- Parent Payments: Student Essential Educational Items & Curriculum Requisites and Consumable Items payments
- Fund Raising

Each of these funding sources is essential in order to maintain and develop our school and its learning programs.

The amounts relating to Essential Educational Items (these are items used in the course of instruction in the standard curriculum program that parents & guardians are responsible for) and Curriculum Requisites and Consumable Items are kept to a minimum (2015 = $250 per student equating to $1.25 per day.)

Along with the option of instalment payments, School Council offer a reduction of $20 per child if the full amount is paid on or prior to the payment due date. Payments can be made by cash, cheque or EFTPOS.
**Excursions/Incursions**

School excursions and incursions (special in-school activities) provide a very effective means of motivating children to participate in, and gain real benefit from, a variety of learning experiences. Teachers plan suitable excursions incursions and camps to fit in with the school’s educational program. Our School Council has endorsed a policy of ensuring that buses with seat belts are used for all travel arrangements. While this does add to the costs of excursions, it is a safety factor of the highest importance.

Parents are advised of all planned activities in advance. Students are not permitted to attend an excursion or incursion without a permission slip signed by a parent or guardian.

An optional Excursion/Incursion levy can be paid for 2016. (2015 = $90) This will cover the cost of all excursions and incursions up to the value of the amount you pay for the forthcoming year. The levy will not include camps, swimming or sport. If you choose not to pay this optional excursion/incursion levy, the normal process of “pay as you go” will be followed.

Please ensure final payment due dates are met, as payments not received by due dates may result in students being excluded from activities.

**School Banking**

A banking scheme operates with the Commonwealth Bank at Stud Park. Students bring their bankbooks on Monday mornings. An opportunity to open an account with the Commonwealth Bank will be provided early in the year.
GENERAL

Bikes and Scooters

In order to promote road safety and ensure that all children at Lysterfield Primary School are at the least possible risk, we ask for your cooperation in the implementation of the following guidelines:

- Approved helmets MUST be worn.
- Bikes/Scooters must be roadworthy.
- Road rules must be observed.
- Bikes/Scooters must not be ridden in the school grounds.
- Bikes/Scooters must remain in the bike shed during school hours

For safety reasons students observed riding without a helmet or within the school grounds, will have their bike/scooter looked after until an adult can collect it.

Book Fair

Book Fairs are held twice a year (usually 1st and 3rd Terms) with books for purchase being supplied by Scholastic Australia. Book Fairs are held after school between 3.45 & 4.30pm, in the Library. All commissions go towards the purchasing of new books for student borrowing.

Canteen

Our canteen has a manager (Carolyn Muller) and assistant manager (Gayle Pierce) and operates with the assistance of volunteers to provide healthy lunches for our students. Parents who can spare one morning a week, fortnight or a month are invited to offer their services. Through this activity parents have the opportunity to meet other members of the school community.

Canteen is available on Wednesday and Friday for lunch orders only. Students are not able to make purchases direct from the canteen.

Price lists will be distributed in February.

Lunch Order Procedure

Please wrap money in foil or glad wrap to prevent money loss, and place in a paper “lunch size” bag. Alternatively, prep students will be issued with a reusable lunch bag courtesy of School Council. (These bags will be available for older students to order at a small cost.)

On the outside of the bag write:

Child’s Name
Class
Room Number
Lunch Order
Amount of money enclosed

(Please enclose exact amount of money, as change cannot be given)

Orders are placed in the lunch tub in each classroom and taken to the canteen by monitors. Lunches are delivered to the classroom and distributed by the teacher. Lunches are eaten at 1.30pm under the supervision of the teacher.
Car Parking

The car park is for staff parking only. Parents are requested to take care when parking on streets around the school, observe parking restrictions and consider the safety of all children. There are three designated car spaces for people with disabilities, two inside the school car park and one on Bellfield Drive.

House System

Lysterfield operates a House System with every child within the school belonging to one of the four Houses. Siblings are usually in the same House and new students to the school are allocated a House on enrolment. The Houses, named after Australian explorers are:

- Mitchell - Blue
- Sturt - Yellow
- Cook - Green
- Flinders - Red

Throughout the year the students are awarded House points as a way to reinforce our value system, which contribute to deciding the champion House for that year. Many of the schools sporting events, such as athletics and cross country, are also conducted within Houses with perpetual trophies awarded to the House with the most points on the day. This system is reward based and students develop a sense of pride for their particular House.

Lost Property

All lost property is stored outside the Canteen. At the end of each year all unclaimed lost property will be donated to a charitable organisation.

REMEMBER: It is your responsibility to name your child’s clothing and belongings.

PERSONAL GOODS BROUGHT TO SCHOOL AT OWNER’S RISK: Private property brought to school by students is not insured, nor is the Department of Education and Early Childhood Development responsible for any loss. Expensive toys and mobile phones should be left at home. Should parents choose to send their child to school with a mobile phone, parents will need to comply with all aspects of the school’s mobile phone policy.

Mobile Phones

If there is a specific need for a child to bring a phone to school a permission form must be completed. These are available from the office. All phones brought to school by students must be turned off and handed into the office at the commencement of the day and collected at 3.30pm. The school accepts no responsibility for the security of children’s phones.
Uniform

The wearing of school uniform at Lysterfield Primary School is compulsory. If children are out of uniform a note of explanation will be required.

Uniform items, hats and bags are available from
Klad Sport
8 Macro Court, Rowville. Vic 3178
Phone: 9763-0266
Operating Hours:
Mon-Thurs. 8.30am to 5.00pm, Fri 8.30 to 4.30pm, Sat 9.00 to 1.00pm

Klad Sport will close for business over the Christmas and New Year period. Confirmation re their opening times will be available at a later date. They will also be open the second week of every Term break

Stocked Items:
- **Summer Dress**: blue and white check
- **Pinafore**: navy
- **Windcheaters**: red with navy trim and logo
- **Polo Shirts**: red with navy logo (long/short sleeves)
- **T-Shirts**: red with navy logo
- **Basketball Jackets**: red with navy and red striped trim and navy logo
- **Track Pants**: navy with reinforced knees
- **Drill Pants**: navy
- **Shorts**: navy
- **Rain Jackets**: navy

Sizes are generally from 6 to 16 but a small range of size 4 & 5 is available.
- **School Hats**: navy (legionnaire/slouch)
- **School Bags**: navy with red school logo
- **Art Smocks**: navy taslon
- **Music/Library Bags**: 
- **Beanies in winter**: navy.

* Klad Sport accepts cash, cheques and EFTPOS or credit card payments.

Hats

The wearing of legionnaire or wide brimmed hats is compulsory from 1 September to 30 April. If hats are worn at other times of the year it is expected that the legionnaire or wide brimmed hat be worn. School uniform beanies are acceptable from 1 May to 31 August. Baseball caps are not accepted as part of the dress code.

Other Requirements

Library Bags

A library bag to protect books when travelling to and from school is required (*named*).

Footwear

Physical Education lessons require suitable running shoes.

Slippers

Children may be required to remove their shoes during wet weather when inside. It is preferable that each child has a pair of slippers to prevent foot injuries.

**BELONGINGS MUST BE CLEARLY NAMED.**
SUPPORTING SERVICES

Counselling, Guidance and Clinical Services

These services provide valuable assistance and expertise to pupils, teachers and families, with respect to learning delays, disabilities and social/emotional issues.

An Educational Psychologist, Speech Pathologist and a Social Worker can be called for referrals as required. Other family support can be gained through consultation with the Assistant Principal.

Access to these services is via referrals made by teachers in consultation with parents/guardians and the Assistant Principal.

Integration/Teacher Aides/Literacy Assistants

Integration and Teacher Aides and Literacy Assistants have been appointed to provide assistance to students who require extra support in the classroom. We have also appointed a specialist teacher to coordinate this program and ensure all students who require additional assistance are catered for.

Visiting School Nurse

A government appointed School Nurse visits Lysterfield Primary School once a year.

The services provided by her include:

- Health assessment of students in their first year of school (with parent consent). This consists of:
  - Information provided by a parent/guardian recorded in a questionnaire,
  - Information from the teacher where there are school concerns,
  - Testing of vision and hearing,
  - Clinical observations and examination as indicated.
- Accepting referrals from teachers, parents/guardians and students where there are health concerns.
- Health assessment of students recently arrived in Australia.
- Follow up of children with additional needs.
- Information to help teachers understand children’s health needs.
- Health promotion and resource activities.
Out of School Hours Care (OSHC) Program

Lysterfield Primary School’s out of school hours program is run by Camp Australia.

Camp Australia is the nation’s leading provider of quality, safe, fun and professional OSHC programs. All programs meet National law and regulations and comply with National Quality Framework.

Camp Australia’s staff are committed to providing the highest quality in programming and childcare at Lysterfield Primary School. Each day, the children receive healthy snacks and participate in a range of fully supervised activities. Upcoming activities are detailed in the school newsletter.

Camp Australia hours are: Before school 7.30am – 9am
After school 3.30pm – 6pm

To be eligible to receive a discount on OSHC fees, families are required to be registered for Child Care Benefit (CCB) and Child Care Tax Rebate (CCTR). For further information on CCB Rebate or CCTR, please contact The Family Assistance Office on 13 61 50.

To enrol in Outside School Hours Care (OSHC), please visit the Camp Australia website www.campaustralia.com.au or contact Customer Service Team on 1300 105 343.

For further information you may also contact Christine (Lysterfield OSHC Co-ordinator) on 0423 794 779.
### APPENDIX A

#### Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts

*(Public Health and Wellbeing Regulations 2009)*

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>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</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>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion 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 other 48 hours later</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the 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 (cold sores)</td>
<td>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</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a waterproof dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Department of Health

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Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded.</td>
</tr>
<tr>
<td>Meningitis (bacteria — other than meningococcal meningitis)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis* (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment</td>
<td>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</td>
</tr>
<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (Including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Further information
For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).

January 2010

Department of Health
## APPENDIX B

### Lysterfield Primary School

**Medication Authority Form**

### PARENT / GUARDIAN DETAILS

Parent/Guardian’s name: ________________________________

I hereby authorise the staff of Lysterfield Primary School to administer medication to my child as detailed below. **I understand the Medication needs to be in its original packaging and the Pharmacy label needs to match the information detailed below.**

Contact number during school hours: ________________________________

Signature: ________________________________________ Date: _____________

### CHILD’S DETAILS

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>Grade: _________</th>
</tr>
</thead>
</table>

Name of Medication: ___________________________________________________________

Reason for Medication: _______________________________________________________

Type of Medication: *(please circle)*:  
- [ ] Tablet  
- [ ] Capsule  
- [ ] Elixir  
- [ ] Spray  
- [ ] Drops  
- [ ] Puffer  
- [ ] Cream  
- [ ] Other: ________________________________

Dosage: Amount to be given: _______________  Time last dose was given: _____________

Frequency:  
- [ ] At 12.00 noon  
- [ ] At 1.30pm (With Lunch)  
- [ ] Every ____ hours  
- [ ] Once a day at ______________ (time)  
- [ ] Other: ________________________________

Duration:  
- [ ] This medication is for today only *(date: ______________)*  
- [ ] This medication is ongoing from ____________ to ____________

Medication pickup:  
- [ ] I / my child will pick this medication up from the office after school  
  (please circle)  
- [ ] Please send this medication home with my child after school

Storage: (Please indicate if there are specific storage instructions for this medication)
Lysterfield Primary School

ABSENCE NOTE

My child __________________ of Grade ______________

was absent on the following date/s

____________________________________

____________________________________

____________________________________

____________________________________

Due to the following reason:

(Please tick appropriate)

Medical / Sickness
Holiday
Parent Choice (Other)
Educational
School Sport

Comment:

____________________________________

____________________________________

Signature of Parent/Guardian ____________________________

Date ____________________________

Lysterfield Primary School

ABSENCE NOTE

My child __________________ of Grade ______________

was absent on the following date/s

____________________________________

____________________________________

____________________________________

____________________________________

Due to the following reason:

(Please tick appropriate)

Medical / Sickness
Holiday
Parent Choice (Other)
Educational
School Sport

Comment:

____________________________________

____________________________________

Signature of Parent/Guardian ____________________________

Date ____________________________