

Larrakeyah Primary School



PARENT HANDBOOK

2010

Larrakeyah Primary School
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Larrakeyah Primary School

Our mission

We seek to provide a learning environment

- which is stimulating, positive, supportive and caring
- where learning is seen as a lifelong process and the skills taught (social and learning) are of lifelong relevance; and
- where the talents, ideas and beliefs of each person are nurtured.

Our values

- A mutually beneficial community-school partnership
- The emotional well-being of students and staff
- Students who are positive about self, others and learning
- Students and teachers who are life long learners

Our beliefs

- We believe that each child, teacher and parent has rights which should be recognised by all of those involved in the school community
- Related to those rights are certain responsibilities that must be recognised and accepted by all
- It must be realised and accepted that certain consequences will occur when these rights are infringed or these responsibilities are not accepted
- We believe that self-confidence and high self esteem are fundamental to success
- We believe that children exhibiting appropriate behaviour towards teachers and peers should at all times be noted and rewarded
- We believe that the management of children's behaviour is a shared responsibility between home and school.

Welcome to Larrakeyah Primary School

From the Principal

Larrakeyah Primary School is situated near the heart of Darwin and has a student population of approximately 320 students. It is one of the older schools in Darwin, having first opened its doors in 1963. It was relocated to the old Darwin Hospital at Myilly Point during rebuilding following Cyclone Tracy and reopened in 1985. Two new classrooms were opened in 1997 and a demountable classroom was added in 2004 and again in 2009.

School enrolment reflects the demographics of the city area. The school is adjacent to the Larrakeyah Barracks and 33% of our families are with the Defence Forces. Many nationalities are represented. There are two Aboriginal Hostels in the area, which are mainly used for short-term accommodation for families from outlying communities, and these too contribute to the mobility and cultural diversity of our population.

Larrakeyah Primary School enjoys an excellent reputation in the community and amongst its features are:

- Strong literacy/numeracy focus with well resourced support programs and prompt identification of newly enrolled students who need assistance.
- Extension opportunities for gifted and talented children through arts, sport and academic pursuits such as Tournament of Minds, national competitions, Eisteddfod, Festival of Darwin.
- Class teachers have different expectations and cater for individual students according to their preferred learning style and ability.
- Leadership program for students which incorporates Student Representative Council and House Captains.
- Highly effective Care and Conduct policy with a strong anti-bullying focus which is implemented consistently across the whole school.
- Strong involvement and participation by parents as helpers in the classroom and volunteers for various activities.
- Diverse backgrounds of students. The blend of cultures and the mobility factor is seen as a positive and is evidenced by a very happy and enthusiastic school community.
- A buddy program which links younger and older classes.

I welcome you to Larrakeyah Primary School and trust that your association with us will be fruitful and that your children will enjoy our learning environment, developing the skills and confidence to meet the challenges that lie ahead.

Graham Chadwick

From the Council Chairman

On behalf of the Larrakeyah Primary School Council I welcome you to our school. Larrakeyah Primary School is one of the oldest schools in

Darwin and we are proud of the fact that we have been providing the educational foundations to many of the people who have helped shape the Territory into what it is today.

For the ongoing success of both the school and the students we encourage you, as parents, to be partners in the continuing education of your children. Your participation is welcomed in a number of avenues; you may wish to join in some activities in the class room, become involved in fund-raising or working bees or you may like to consider joining the School Council.

The School Council looks at the ways policies are implemented in the school, assesses the needs of the school in relation to buildings, facilities, equipment, and the needs of students and staff, and you can have a say in how school finances are allocated.

We are fortunate that we have a team of professional and talented teachers as well as strong community involvement and support here at our school and we will be striving to maintain these relationships in order to enhance the early years school experience for your children.

Richard Wiltshire



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1. Larrakeyah Preschool and Primary School

1.1 Logo

Larrakeyah School's logo incorporates the Emery Point Lighthouse. This lighthouse is located in the Larrakeyah Barracks and has been important to safe navigation of many boats since 1900.

1.2 Larrakeyah House System

The house system is used for sporting competitions and for incentives in the classrooms. We have four houses:

Goyder	-	blue
King	-	red
Leichhardt	-	green
Wickham	-	yellow

The houses are named after Australian explorers. Students remain in the same house for their entire stay at Larrakeyah School and members of families are placed in the same house. House Captains are elected from the year six students and Vice-Captains from the year five students.

1.3 School Council

The Larrakeyah School Council is an elected representative group of parents and teachers incorporated under the Education Act. The Council's main function is to advise on school policies about whole-school matters and to be involved in the management of school finance, facilities and future directions for the school. It is an advisory body for the school community.

The Principal and staff are responsible for implementing the policies set by the Larrakeyah School Council.

The council meets monthly and all parents are most welcome to attend and share their opinions. Parents can be involved with the School Council in a variety of ways. NO SPECIAL EXPERTISE IS NEEDED... an interest and some time to contribute is all that is required.

On several occasions during the year major fundraising events are organised by the school. On these occasions lots of help is needed and is always appreciated by the organisers. Keep an eye on the newsletter.

1.4 Preschool

Larrakeyah Primary School has a lively and dynamic Preschool on the school grounds. It offers a program that provides stimulation and enrichment for young children.

Children who are 3.5 years of age and who reside, or attend a crèche, in the school's catchment area are eligible for enrolment.

Attendance at a previous Preschool or the attainment of 3.5 years of age does not guarantee an immediate placement.

Children may be placed on a waiting list six months prior to their third birthday.

Children who turn five before June 30 are considered for entry into Transition depending upon their general readiness. Children who turn five after June 30 will be offered a place in Transition at the beginning of the following year.

Preschool Timetable

8.15 - 11.10am	- Morning group
12.00 - 2.45pm	- Afternoon group

1.5 Transition

Transition is a period of time between the informal learning at Preschool and the more formal learning structure of year one.

2. School Administration

2.1 Enrolment Procedures

Parents or Guardians may obtain the appropriate forms for enrolment from the main office. Immunization records and proof of date of birth are also required when enrolling. Currently, due to the pressure of numbers, we are only able to accept enrolments from children who reside within the area. This area includes Darwin City, Cullen Bay and The Gardens. Please contact the school for further details.

2.2 School Terms

The school year is made up of two semesters separated by a four-week semester break.

Term dates for 2008 are:

Monday 25 January	–	Friday 1 April
<i>(Students resume on Wednesday 27 January)</i>		
Monday 12 April	–	Friday 18 June
Monday 19 July	–	Friday 24 September
<i>(Students resume on Tuesday 22 July)</i>		
Monday 4 October	–	Friday 10 December

2.3 School Timetable

8:15 am	-	start of school
10:15 - 10.45am	-	recess
12:45 - 12.55 pm	-	lunch
12.55 - 1.30 pm	-	playtime
2.45pm	-	end of school

Students are supervised from 8 am.

2.4 Voluntary Parent Contribution

Larrakeyah School Council sets a voluntary parent contribution to provide the extras that are not covered by Government allocations. These extras include such things as performances, some excursions and special class activities.

The voluntary contribution for 2010 has been set at \$110.00 per annum. Graduated payments have been introduced for contributions which are paid per term.

Children who enrol during the year may pay \$50 for their initial term and \$20, \$20 and \$20 for subsequent terms.

2.5 Uniforms

Larrakeyah has a school uniform that students are expected to wear. We find that wearing the uniform gives the children a sense of unity and pride and is an integral part of participating in the life of the school. It also enables parents to avoid discussions about clothing suitability. Uniforms are displayed and can be purchased from the main office. The school has a policy that hats and footwear (not thongs) are worn by children whenever they are outdoors. If the students do not wear the school uniform they are expected to maintain a standard of dress similar to the uniform.

It is a school rule that children wear broad brimmed hats. The school sells these at the front office.

Students are expected to wear the school uniform when representing the school or on excursions.

Second hand uniforms are often available – enquire at the school office.

Please ensure that all items that your child brings to school are clearly labelled. This includes clothing and personal possessions.

2.6 Emergency Contact Numbers

Be sure that your contact numbers are current. The school needs to be informed if there are any changes in your address or phone number.

2.7 Absenteeism / Lateness

Contact the school if your child will be late or absent or send a note the following day. Parents will be contacted regarding regular unexplained lateness.

No child is allowed to leave the grounds during school hours without the Principal's permission.

2.8 Assemblies

Assemblies are held on Friday mornings, usually commencing at 8.30 am, alternating between whole school and early childhood assemblies. Parents are encouraged to attend. Assembly times are advised in the school newsletter.

2.9 School Banking

The Commonwealth Bank provides a banking service. Forms are available at the office. School banking day is Tuesday. Through banking in this way you are assisting the school's fund raising efforts as the bank donates a sum of money for each transaction.

2.10 Car Parking and Drop Off /Pick Up Points.

Please exercise extreme caution when dropping off and collecting your children from either within the school grounds or in nearby streets. Do not park and leave your car if you are in the drop-off zone.

2.11 Bicycles

Many students ride bicycles to school and there is a designated area for leaving bike. Students are asked not to ride in the school grounds. The use of locks on bikes is recommended. The wearing of helmets is a legal requirement in the Northern Territory.

2.12 Outside School Hours Care

The School Council operates an After School Care and a Vacation program within the school grounds. More information is available from the school office.

2.13 After Hours Emergencies

When the school is unattended, any emergency situations should be reported to the Police - ph: 131 444.

3. Student Management

Larrakeyah's Care and Conduct Policy is based on the following philosophy and beliefs.

We strive to be part of a positive learning experience by encouraging students to be successful both academically and socially. We aim to provide a safe and caring environment, which engenders a spirit of mutual respect, tolerance and co-operation.

BELIEFS UNDERPINNING THE CARE AND CONDUCT POLICY.

- We believe that each child, teacher and parent has rights which should be recognised by all of those involved in the school community.
- Related to those rights are certain responsibilities that must be recognised and accepted by all.
- It must be realised and accepted that certain consequences will occur when these rights are infringed or these responsibilities are not accepted.

- We believe that self confidence and high self esteem are fundamental to success.
- We believe that children exhibiting appropriate behaviour towards teachers and peers should at all times be noted and rewarded.
- We believe that the management of children's behaviour is a shared responsibility between home and school.

Bullying is taken seriously. A pamphlet about bullying is available from the school office. The pamphlet emphasises the right of everyone to feel safe and happy at school.

A pamphlet summarising the contents of the Care and Conduct Policy is available at the school office.

4. School Programs

4.1 School Curriculum

Larrakeyah Primary School uses the Northern Territory Curriculum Framework.

There is a strong focus on the development of Literacy and Numeracy skills.

Implementation of the curriculum is usually through an integrated approach which teachers develop to suit their own teaching styles and the needs of the students.

4.2 Student Representative Council (SRC)

The SRC is made up of class representatives from the middle and upper primary classes and two School Captains. It provides an opportunity for students to demonstrate leadership by representing their peers. They organise fundraisers, alert the Principal to student concerns and vice versa, and act as role models for their peers. They may also be asked to represent the school at various functions.

4.3 Outdoor Education and School Sport

Teachers may arrange school camps. The safety of venues is always checked with the Department of Employment, Education and Training, Conservation Commission and Local Police. Parent volunteers play an important role in the success of this program. Full details are sent home with students prior to the camp.

As part of the physical education program at all year levels, visiting instructors are regularly involved in teaching skills relating to particular sports such as netball, tennis, football and gymnastics.

Interschool competitions are usually out of school hours and depend on parental support. Some examples are Australian football and netball. There is a huge range of team sports available in Darwin through community based sports clubs. You can find out about these through the school newsletter.

The school holds an annual sports carnival and participates in the Interschool Athletics and Swimming Carnivals.

The opportunity exists for talented children to represent the Darwin City Cluster in various sports; the best of which may be selected for the Northern Territory team.

4.4 Christian Education

The school follows an ecumenical approach to Christian Education. The instructors are from Catholic and Protestant backgrounds and they follow an approved course of instruction which teaches the beliefs of Christianity but is not specific to any particular church.

Parents have the option of their children attending the program by indicating their preference on the enrolment form or by notifying the school in writing of any change in status. Lessons are in the classroom with the teacher present. Representatives of the Roman Catholic and Protestant faiths coordinate Christian Education. These programs are accredited by the Council for Christian Education in Government Schools (a group representative of all mainstream Protestant and Catholic faiths). The school offers this program on a weekly basis.

4.5 Swimming

The swimming program at the school is supported by the School Council. Instructors from Royal Life Saving are employed to run the program which lasts eight lessons over two weeks. Children are put in levels according to past performance or are tested at the beginning of the program. Swim and Survive Certificates are presented at the end of the program to indicate the student's level of achievement.

This swimming program is a 'user pays' program and parents will be asked to pay the cost of the instructors, pool hire and transport (if applicable).

4.6 Music

In year's four, five to six, children are offered instrumental tuition, which is provided by School of Music teachers and instructors. This currently includes percussion, guitar, woodwind and trumpet.

4.7 Integrating Information Technology into the Learning Process.

The school has an ongoing commitment to improving access and use of technology in learning. Children have access to computers in the classroom as well as in the library. The library has enough computers for a class and this program incorporates research, resource, multi media and teaching.

All students must sign an 'Internet Users Agreement' before they use the internet. Children in Transition to year 2 can have their agreement signed by their parent and children in years 3 to 6 can sign their own after discussing the Agreement with their parents.

4.8 Buddy system

The school has a buddy system whereby primary classes are teamed with an early childhood class for social and emotional support and peer tutoring. Some of the activities may be outdoor and indoor games, craft, reading and IT.

4.9 School Based Constable

The school shares a School Based Constable with several other schools. The role of the Constable is to provide a positive link between the school and the Police, to present as a positive role model for the students, to assist the school in police related matters and to work in classes.

4.10 Children with Special Needs

Classroom programs fulfil the needs of most children at Larrakeyah. However, we recognise that some children have special needs. Following discussion between parents and teachers and with the approval of parents, children may be referred to Student Services or the Children's Development Team.

4.11 Gifted and Talented Students

Giftedness is defined as *the possession of natural abilities and aptitudes at levels significantly beyond what might be expected for one's age in any domain of human ability*. Giftedness equates with high ability talent and high achievement.

Gifted and talented students are catered for by a range of opportunities and programs throughout the year provided either at school or system level.

A pamphlet which sets out the school's approach is available.

4.12 English as a Second Language

Larrakeyah has the resources to cater for students, ranging from Preschool to year six, from non-English backgrounds. Students are supported at the mainstream level and where necessary are withdrawn for intensive English assistance.

4.13 Entry in to MiddleSchool

Larrakeyah is a feeder school for Darwin Middle School. That is, students from this school have priority placement. Parents may however choose alternative avenues for secondary schooling.

Orientation to Darwin Middle School is arranged late in each year so that students have the opportunity to learn about aspects of high school life.

4.14 Home Liaison Officer

The Home Liaison Officer, based at Darwin Middle School, is appointed to a cluster of schools. At the request of the Principa,l the HLO may help to establish communication with a parent if this is proving difficult. The officer also serves to help establish a rapport between school, teachers and parents.

4.15 Extra-curricular Activities

Larrakeyah students participate in many activities, which may include the following:

Education Week, Northern Territory Eisteddfod, National Maths, English and Science Competitions, Debating, Tournament of Minds, Life Education and sports such as; athletics, football, swimming and cross-country running.

The activities arranged through the school are usually dependent upon the involvement of parents.

4.16 Excursions

Excursions are arranged if relevant to the curriculum. Parents are usually asked to contribute to the cost. Details of excursions are normally provided two weeks before they are to occur. Students are only allowed to go on excursions with parental permission and should wear school uniforms on such occasions.

5. Parent / School Communication

Larrakeyah teachers encourage parents to be involved in their child's education. Open communication between parents and teachers is strongly promoted.

5.1 Reporting to Parents

Twilight School occurs towards the end of term one. This is an opportunity for parents tp participate in activities like the ones the students engage in at school. Three-way Conferences involve parents, child and class teacher. These conferences take place at the end of terms 3. Many parents have

commented on how empowering this has been for their children with many taking ownership of their own learning.

Portfolios have been introduced as the medium of written reporting used by the school. Teachers have developed ways of measuring student learning against the Northern Territory Curriculum Framework outcomes and are using authentic assessment methods and samples as evidence of learning. Portfolios are sent home at the end of semester 1 and at the end of the year at which time they are kept by the parents. Larrakeyah School will be completing A to E reports in all key learning areas this year.

If at any time you have a concern regarding your child(ren), we ask that you contact the school, by phone or in writing, to arrange an interview with the teacher or Principal.

5.3 Newsletters

The 'Larrakeyah Light', our weekly school newsletter, is an important way for you to find out what is happening at school. It also provides information about community activities which may be of interest. We encourage all families to read the newsletter. Additional information that is important to your child will be sent home with him/her from time to time. The newsletter is posted on the school website each week.

5.4 Defence School Transition Aide

The DSTA aims to help with the smooth transition of mobile Defence children from school to school and across curriculum jurisdictions. The DSTA position is funded through the Department of Defence to facilitate the best possible outcomes for children of Defence Force members.

The Larrakeyah DSTA is available to assist with settling in to Larrakeyah, ongoing issues and with moving to another school.

Contact the DSTA through the school office.

6. Homework

Homework is an opportunity for parents to learn more about their child(ren)'s progress at school. We encourage parents to read with their child(ren) as often as possible and to discuss school activities daily. The primary objective of doing homework is to bring aspects of school life into the home.

It can be useful for parents to review and discuss their child/ren's efforts with them. The supervision of homework should not lead to stressful situations; that is, parents and children should not become agitated by the issue.

Teachers will outline their expectations for homework early in the school year. In general we adopt the following guidelines:

Early Childhood

Written homework is not an expectation for children in these year levels. Rather, we encourage oral reading each night.

Shared reading is an important way for parents to assist in literacy development.

Teachers are able to suggest many ways in which you can assist your child/ren to develop literacy and numeracy skills.

Middle and Upper Primary

Students may be given a homework contract on Monday, which is returned to the school by Friday, or it may be given on a daily basis.

Parents can help their children by

- ¥ offering positive reinforcement for effort
- ¥ encouraging children to help work out their problems, rather than by telling them answers.
- ¥ keeping the TV off until homework is completed.
- ¥ having a quiet place where homework can be done without distraction.
- ¥ being patient! (Making mistakes is part of learning.)

7. Library

The library is open from 8:00 am to 8.15 am, at lunch time and after school to allow children to borrow books. Children are asked to provide a bag (separate from their school bag) for library books.

Transition to year three may borrow one item at a time and year's four to six may borrow two items. All students are free to borrow books as often as they wish with a time limit of two weeks for each book.

8. Canteen

A canteen is operated at the school with the Manager being employed by the School Council. The canteen manager appreciates any parent help and it is a good way to get to meet people. Please feel free to contact the canteen or main office if you are able to assist.

Children can purchase lunch and recess at the canteen. Children ordering lunch must place orders through their classroom each morning. The Canteen Committee fixes the types of food available and prices charged with a focus on nutritious and attractive food at a reasonable price. Canteen price lists are available from the main office or canteen and are updated as appropriate.

9. Health, Medical and Safety Information

9.1 Refrigerators

Refrigerators are available in all classrooms for storage of students' lunches. The school supports healthy eating and encourages children to bring healthy and nutritious food to school for school lunches. Parents should not give their child a bulky insulated lunch box as they take up a lot of room in the fridge.

9.2 Water Intake

The extreme heat of the tropics can easily lead to dehydration in children and adults. It is strongly recommended that everyone consume two to four litres of water daily. Cold-water bubblers are situated in several locations around the school and children are encouraged to use water bottles.

9.3 Hats / Footwear

Children are expected to have hats and to wear appropriate footwear to school. Broad brim hats are to be worn at all times when the children are outdoors. For safety reasons thongs are not appropriate. Children are to wear broad brimmed hats and footwear that will allow them to run, play, and participate in physical activity.

9.4 Health Screening

Hearing and vision screening of Transition children is conducted by the Department of Health and Community Services.

9.5 Medication

At times, it is necessary for medication to be taken during school hours. When this occurs, please send the correct dosage, and signed written instruction to the main office (dosage, time to be taken, etc.).

Parents must notify the school if their child is on regular medication for a specific reason, for example: asthma, epilepsy, and diabetes.

9.6 Sickness and Injury at School

Sick children should not be sent to school. They may pose a risk to the health of others and may increase the severity and length of their own illness.

The school has a sick bay where children who are hurt or become ill at school may lie down quietly. If the child is too ill to be at school or a serious injury occurs, parents are contacted.

It may be considered necessary to have the child taken immediately to the hospital or the local practitioner for medical attention. In such cases the school will not be responsible for any costs incurred other than the ambulance for which the school has ambulance cover.

PLEASE ENSURE YOUR CURRENT EMERGENCY CONTACT NUMBER IS ON ALL SCHOOL RECORDS.

A staff member with a current First Aid Certificate carries out the administration of first aid or is available to assist in an emergency.

9.7 Dental Services

The school has a Dental Clinic attached to it that is operated by Territory Health Services. With the consent of parents, it provides regular examinations, some treatment, and dental health education. Dental service enrolment forms are completed at the time of enrolment. If treatment is required a consent form is sent home.

For any emergencies or queries parents can contact the Larrakeyah Clinic directly - Phone 8941 3033. The Clinic is not staffed on a full-time basis. If you require assistance at other times telephone 8981- 9998.

9.8 Infections and Communicable Diseases

If your child has an infectious disease or a contagious condition, he/she should be kept away from school until recovered. It is requested that parents notify the school as soon as an infectious disease is diagnosed.

Exclusion Times: A table from Territory Health Services which clearly outlines exclusion times from school for a variety of common illnesses can be found at the end of this handbook. Please contact the school if you have any direct questions or concerns regarding these issues.

9.9 Headlice

It is the parents' responsibility to check and treat their children for head lice. If we are aware of the problem we will advise the parent that treatment is necessary. Notes are sent home through class mates if there is an incidence of headlice in the class. Further information is available from the school or Community Health Centres.

9.10 Dogs

Pets should be left at home. Dogs create hygiene and control problems and must not be brought to school or exercised on the school grounds.

9.11 Emergency Procedures

Cyclone

In the event of a cyclone, parents must collect their children from school immediately following the Radio Broadcast Evacuation Request. Children should be collected from their classrooms.

Adults other than parents may collect a child after signing the appropriate form supplied by the teacher.

If children remain at school and a cyclone is imminent they will be accompanied to a cyclone shelter by the Principal. If this becomes necessary, information concerning the location of the children will be posted on the front door.

LARRAKEYAH SCHOOL IS NOT A DESIGNATED CYCLONE SHELTER - the nearest shelter is behind the Supreme Court building.

A copy of the school's cyclone plan is available on request.

Fire and other Emergencies

There is a predetermined evacuation procedure for fire or other emergencies. A continuous ringing of the fire bell signals this. Regular fire drills are conducted.

10. General Information

10.1 Lost Property

A lost property container is kept in the main office and may be checked at any time. The contents are displayed regularly after assemblies. Property remaining unclaimed is donated to charity. Valuable items (jewellery etc.) should not be worn to school.

10.2 Map of School

See attachment at the back of Handbook.

Infectious and Communicable Diseases

Some communicable diseases require exclusion from school.

It should be noted that the periods of exclusion given in the table are MINIMUM PERIODS. The doctor who is treating the patient may increase them if convalescence is slow, but they are not to be shortened.

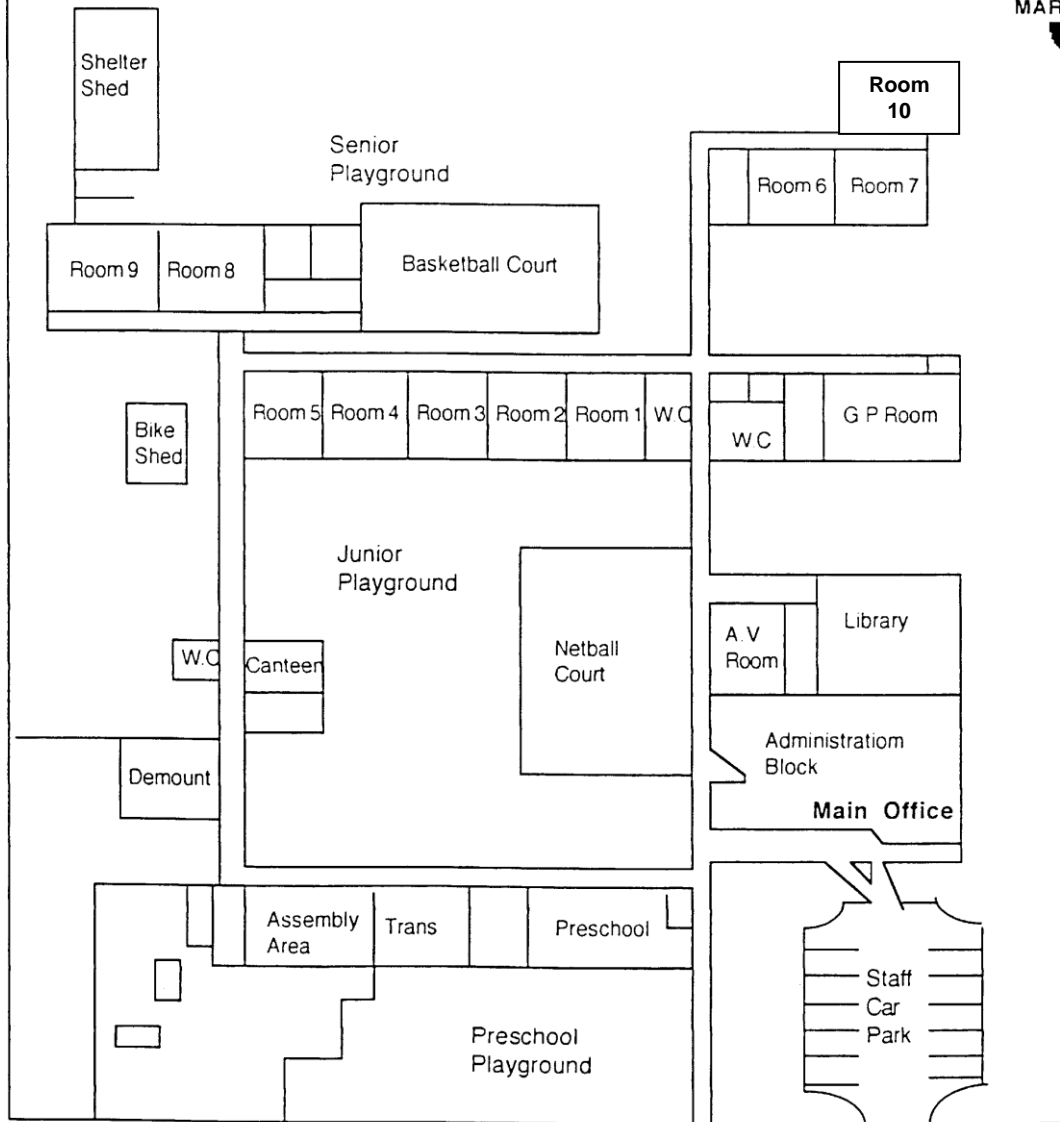
<i>DISEASE</i>	<i>Patients – periods of exclusion</i>	<i>Contacts – periods of exclusion</i>
Chicken Pox (Varicella) & Shingles	Exclude until all lesions have crusted, no moist sores. Re admit when fully recovered from shingles.	Not excluded.
Giardia	Exclude until treatment and diarrhoea have stopped.	Not excluded.
Conjunctivitis	Exclude during acute stage of infection – re admit when discharge has ceased.	Not excluded.
Glandular Fever	Exclusion is not necessary.	Not excluded.
German Measles Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded.
Measles	Exclude for 4 days.	Not excluded.
Impetigo (School sores)	Re-admit when sores fully healed or if appropriate treatment is being applied and exposed sores are fully covered with a water tight dressing.	Not excluded.
Ringworm Scabies Pediculosis (Lice)	Re-admit once appropriate treatment has commenced.	Not excluded.

TEMIRA CRES

Larrakeyah Primary School

Oval

MARELLA ST



Parent Parking

Packard St