



Leanyer Primary School

School Community Handbook

2012

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Principal's Introduction

It is our pleasure to welcome you to Leanyer School and provide you with this handbook. Our School Community Handbook has been developed to provide Parents and Caregivers with information that will aid in developing an understanding of Leanyer School.

The handbook is edited annually so that it is always up to date. It reflects the changes that occur from time to time in educational trends and directions. We encourage you to read it carefully and discuss its contents with your children.

Our school's aim is to provide education with a holistic focus. Academic development, along with social, emotional and moral/spiritual; growth is a key ethic upon which our school was founded in 1983. Now in its 28th year of service to the community, the school lives its motto 'together as one'. We value the partnership shared by staff, parents/caregivers and children and continue to build on the traditions upon which our school was established.

Our Accountability and Performance Improvement Framework (APIF) 2009-2012 follows from our Strategic Plan 2006-2008. The APIF, which reflects both Government and Department of Education and Training (DET) goals, has been shaped to align these objectives with school priorities. The APIF was developed after extensive consultation with staff and community. An external panel of educators and parents helped in shaping the statement. Copies of the document are available upon request and the APIF is also on our website.

In 2009 and in line with key educational priorities outlined in our APIF, the first two hours of the school day was devoted to Language and Literacy programs. In 2012 classes not able to fully utilise this time will have alternative and uninterrupted times dedicated to this important area. Similarly, Mathematics will be programmed in a dedicated manner. Other programs will work around rather than interrupting these times.

In line with our commitment to education, we are asking that parents and caregivers make every effort to have children at school on time every day. Our aim is for as many children as possible to avoid absence and lateness that detracts from learning opportunities.

We look forward to sharing the 2012 Academic Year together. Please feel welcome to offer comment and feedback about our school and our educational emphasis. Sharing conversation promotes accord and builds a positive sense of community.

Regards

Anne Tonkin
Principal

Welcome to Leanyer School

This handbook describes the school, its layout, philosophy and organisation. We aim to provide a welcoming environment with parents and teachers working together. Most importantly, what we do should make sense to you. If something doesn't, please keep asking questions until it does.

SCHOOL HOURS

Primary School Hours

8.05am – 10.15

10.15 – 10.45 (Recess)

10.45 – 12.45

12.45 – 1pm (Eat Lunch)

1 – 1.35pm (Lunch Play)

1.35 – 2.35pm

2012

Term 1

Monday 30 January - Thursday 5 April
(Students resume Tuesday 31 January)

Easter break
Midsemester break

Friday 6 April - Monday 9 April
Monday 9 April - Friday 13 April

Term 2

Monday 16 April - Friday 22 June

Semester break

Monday 25 June - Friday 20 July

Semester two

Term 3

Monday 23 July - Friday 28 September
(Students resume Tuesday 24 July)

Midsemester break

Monday 1 October - Friday 5 October

Term 4

Monday 8 October - Friday 14 December

Our music goes at 8.00am and all children are expected to be in class by 8.05am.

Mission

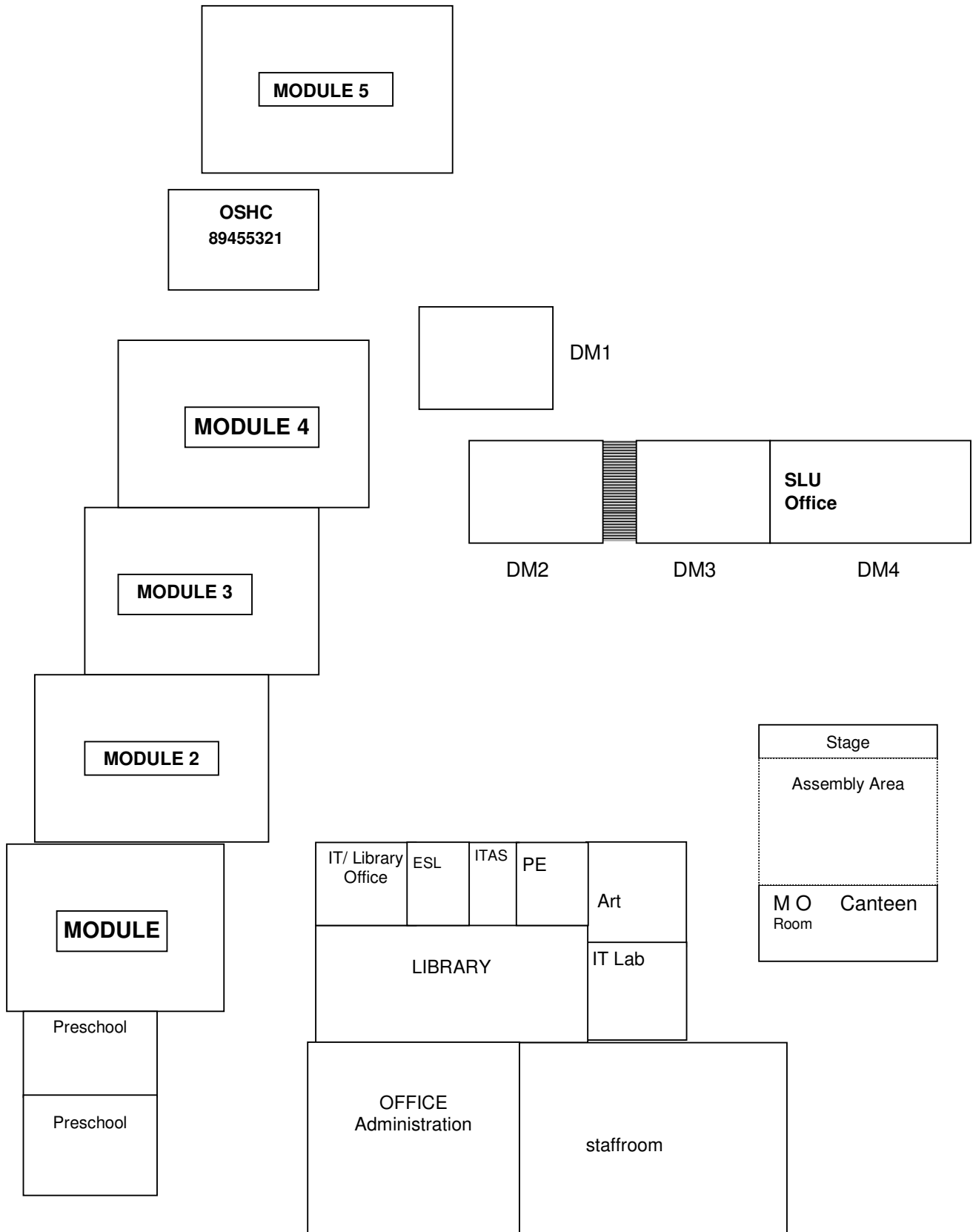
Leanyer School and community strive to develop and encourage effective teaching and learning to ensure that each child reaches his/her full potential.

Values

At Leanyer we actively strive for:

- Respect
- Learning
- Integrity
- A fair go
- Freedom
- Responsibility
- Care and compassion
- Innovation and creativity
- Honesty and trustworthiness
- Understanding, tolerance and inclusion

School Layout



Leanyer School Council

The Leanyer School Council is the school's governing body. It manages finances and advises the Principal on policy matters. Consultation with staff, students and parents is a strong operational feature.

The Council has a number of sub-committees with specific duties including

- Finance and Facilities
- Education
- After School Care
- Canteen
- Preschool
- Constitution and Fundraising

General Council meetings are held on the third Wednesday of each month from 7.30pm in our School Staffroom.

Parent/Carer input is welcome.

We invite people to nominate for membership of the Council and its committees. People may elect to attend meetings offering ideas and giving feedback.

Monthly Focus Group meetings are held as shown:

2 nd Wednesday	Finance and Facilities and Education Focus Group
3 rd Wednesday	General meeting
As needed	After School Care
1 st Monday	Preschool

Parents and caregivers are an integral part of our school community.

Leanyer School upholds and values parental support. Assisting children at home, working with teachers in class, contributing to excursions, supporting school functions or getting involved with various committees is appreciated. We welcome you and your family to our community. Please feel free to discuss anything you wish with the Principal, Staff or School Council members.

In Class Support

In 2010 through various grants from the government Leanyer School employed 3 In Class Support personnel to assist students with Literacy or Numeracy.

After School Care Program

The School Council runs an After School Care and Holiday Program. Information and application forms are available in the front office.

Defence School Transition Aide (DSTA)

Leanyer has a Defence Support Transition Aide (DSTA) to provide support to children and families of the Defence forces.

Early Years Modules (incorporating Pre-School & Transition)

Transition is a time of significant learning. It is an extension of the Preschool experience and allows children to consolidate for the onset of readiness for formal learning that is the prerequisite for success in Year 1 and later academic and social achievement.

In 2012 Leanyer School will have one intake. If your child turns 5 years by June 30 he/she may commence in Term 1.

There will be no intake at the beginning of Term 2 and Term 3.

The educational programs provided will recognize that children progress at their own rate and will cater for individual developmental needs.

Students successfully completing the Transition program will enter Year One. In some cases, further time in Transition may be recommended. Each child will be considered separately, after consultation with parents, teacher, Senior Teacher and the Assistant Principal or Principal.

Curriculum

Our school follows the NT Board of Studies approved curriculum – N T Curriculum Framework. The learning areas are English, Mathematics, Social Education, Science, the Arts, Information Technology, Physical Education and Health.

The Supportive Learning Unit (SLU) Teacher supports children who require additional educational help. The SLU Teacher also oversees our 'Support-a-Reader' Program.

Book Work

It is unrealistic to expect that children will produce error free work the first time they attempt something. Real life writers go through a series of drafts, artists make a series of sketches, mathematicians sprawl calculations all over the page, toddlers fall down on the first walking attempt and learner drivers crash gears. To expect 'one-shot' perfection from children is unrealistic.

Teachers will provide children with 'working books/papers' where ideas/concepts can be worked through to develop understanding and expertise. This will be the first draft of work being completed.

The first draft will be developed and rewritten to produce a finished product. Teachers will give children an understanding of techniques they can apply to produce polished, finished and attractive pieces of work.

It is important for parents to be aware of the difference in the standard between draft work and work which is to be shown to an audience as published work. A draft is 'work in progress', the final copy being for assessment, evaluation and display.

Mathematics

Students in Modules 1 and 2 (Transition to Year 2) are taught by their teachers, who cater for all stages in their classes. The SLU teacher may assist children from Module 1 & 2 classes, who experience difficulties with Mathematical language for Maths.

Students in Year 3 to Year 6 are 'streamed'. They are tested at the beginning of the year and placed in ability groups. These groups are continuously monitored and changes will occur as needed. Streaming in groups at the same level allows teachers to teach children according to their developmental stage. Parents and caregivers will be contacted if a change in Mathematical level is considered to be in the child's best interest.

Reading

Home is the environment in which most of a child's learning takes place. Children learn to speak, listen and behave in socially acceptable ways, and this is evident by the time they go to school. In the home environment the focus is on a child's learning and not on formal teaching. The child learns from models provided by parents and other family members.

For most children there are parallels between learning to speak and learning to read. These are:

- Children learn to speak through listening to and copying parents and caregivers. Parents and caregivers fully expect children to develop speech skills. Reading is learned in the same way. If parents read with the child their expectations are that the child will learn to read.
- Speech and reading are complex activities and are learned using "real" not controlled vocabulary.
- Listening and speaking are not taught. They are learned when adults speak with meaning to the infant and young child. In a similar way, but with certain qualifications, reading is not taught; it is learned when a reader reads a book with the child.
- Learning to speak and read is enjoyable and useful.
- Learning to speak involves taking risks – parents/caregivers and siblings accept approximations (i.e. baby talk). We should provide an environment which allows children to take risks as they learn to read. Offering some challenging materials is one way this can be done.

The aims of the Leanyer Reading Program are:

- That children love reading.
- That children self select books of interest.
- That parents be actively involved and share the responsibility for their child's reading.
- That good literature be readily available. Therefore we aim to update our collection of worthwhile books to meet these aims.
- That children learn to read for context and meaning.
- That reading becomes a vehicle where by children's knowledge is widened and understanding is increased.

The School Library

The Library is our school's learning hub. The aims of the Leanyer Library are to:

- Support school policies and curricula by providing essential resources.
- Encourage the use of these resources to provide information, enrichment and enjoyment.
- Assist students to become informed decision makers and life long learners.
- Stimulate independent learning and to cater for the needs of all users.

The Library is open for regular borrowing. Each class has access to the library each week.

Year T-2 children may borrow one book

Year 3 children may borrow two books

Year 4 children may borrow three books

Year 5-6 children may borrow four books.

No borrowings are allowed only when previously borrowed books are returned.

The library is also open at recess and lunch times, unless closed for specific reasons. Children are encouraged to use the library quietly and to be respectful to other users. We also ask that they care for and respect library stock.

Homework

Homework is an integral part of the school's total program. A 2006 survey confirmed that our homework policy is fully supported by the majority of the school community.

Some children, especially those from Years 3 to 6, may be required to complete assignments not finished during school time. They may be assigned other written or oral tasks to help prepare them for Middle School homework loads and to encourage good study habits. Homework diaries are provided as an avenue of communication between teacher and parents with regard to homework. They may also carry other messages.

It is recommended that time be given to reading every day in a relaxed environment, for/with children at all levels of their school program.

Details of each Module's homework policy will be sent home to parents at the beginning of the year. Teachers may have different requirements and expectations so please be aware of these. A community survey completed in 2006 indicated that teachers should advise parents of children who do not complete homework so this could be followed up at home. We have adopted this course of action.

Parents can help their children by:

- monitoring homework
- assisting with the development of good study habits
- giving praise and encouragement when children succeed.
- communicating with teachers over homework expectations and any problems encountered.

It was indicated from our 2006 survey that homework should not be a laborious or tedious task. There should be a balance between school and home commitments. Homework is set with this in mind.

Newsletter

Our newsletter, Leanyer Links, is published every Wednesday. It is sent home with the eldest child in each family. Leanyer Links provides notification of school meetings, fund-raising endeavours, concerts, information about class activities, themes, excursions and reports. We offer interesting articles and details activities of general interest to the school community. Extra copies of the current Links are available from the front office. Our newsletter is also posted online at <http://www.schools.nt.edu.au/leanyr>

Assemblies

Assemblies are held at 2:00 pm every second Friday. Parents are most welcome to attend school assemblies.

Student Referrals

Students who teachers feel need extra help outside the normal classroom program will be referred to specialists from our Department's Student Services section. If a referral is thought necessary, parental permission is sought. This permission involves discussion about the reason(s) why assistance maybe sought. Parents will receive copies of assessment reports prepared by Student Services personnel. Help may be provided by Speech Pathologists, Occupational Therapists, Physiotherapists, Guidance Officers, Special Education Advisors and Behaviour Management Team.

Children At School Before School Hours

Teachers are very busy people. Most of their preparation is done outside school hours. Teachers are on playground duty before and after school between 7:50am and 8:05am and from 2:35 to 3:00pm.

Absences

Due to the method of reporting absences on our School Administration Maintenance System (SAMS), it is of utmost importance with any absence that parents/caregivers notify the school either by phone, email or through a note sent when children return to school. Parents and Caregivers are able to log on our website and send an email via the Absentee Notification button on the website.

Behaviour Management

Leanyer expects a very high standard of behaviour from its students. Rules are based on common sense and respect for the rights of others. A strong emphasis is placed on self-control and accepting responsibility for one's own behaviour. Discipline is based on the rights and responsibilities of everyone concerned.

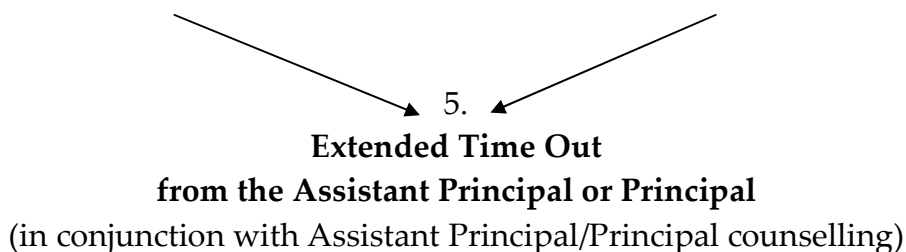
BEHAVIOUR MODIFICATION STEPS

1. Class and Playground Rules The emphasis is on safe behaviour

When Inappropriate Behaviour Occurs:

2. Refer to rules and remind the student of appropriate behaviour
3. Warning (child is given a last chance to adhere to class/playground rules).

4. Time Out Exit
 (within the classroom) (to another classroom)



Long Term: To find and treat the cause of the inappropriate behaviour

If step 5 is reached parents/caregivers and teachers will need to identify, if possible, the cause of the inappropriate behaviour and to plan strategies for its improvement.

The child may be referred to Student Services personnel, who will engage in meetings with school staff and parents/caregivers aimed at improving the child's self esteem and respect for the rights of others.

6. If inappropriate behaviour continues, the parents/caregivers will be requested to remove the child from the school until she/he is prepared to make a commitment to follow the rules. Parents and caregivers be reassured that most children quickly develop positive and acceptable behavioural standards, when made aware of short comings.

Reporting to Parents

Parents and caregivers are encouraged to seek information about children's progress at a mutually convenient time. Appointments can be arranged by phone (89274022) or by calling in at the Front Office.

Formal Interviews: These are offered at the end of Term 1 and 3

Written reports: These are provided at the end of Term 2 and 4.

Leaving the school

Parents and caregivers are requested to let the school know in writing if children are to leave before the home bell. Children leaving school for lunch must bring a note to this effect for the class teacher. Children leaving for medical appointments or family commitments should also hand a note to the class teacher. **All students leaving school before the end of the school day must be signed out by an authorised person.**

These departures will be entered onto SAMS and formally recorded.

Canteen

The canteen provides recess snacks and lunches for our students. It is run by a paid manager and staff employed by the School Council. Some students provide valuable assistance as canteen monitors. Parents who may be able to help in the canteen are asked to contact the manager, Mrs Catherine Hirst on Ph 89274022.

Special Events

- Excursions are organised ahead of time and notice is given to parents through the Leanyer Links and by individual letter. Parents/caregivers are asked to return the permission slip giving approval or otherwise.
- Performances also take place at school. These are culturally enriching and presented to help children appreciate the part played in development by Arts and Culture.

Cost: Leanyer School Council has determined that the number of excursions/extra activities will be limited. Parents and caregivers are encouraged to pay in advance at the beginning of the school year, when cost savings apply. This discount will only be available if payment in whole is made at the time of purchasing bookpacks. Alternatively, parents and caregivers may pay the full cost of each activity as it occurs.

Please note that swimming and school camps are an additional cost.

Uniforms

The wearing of school uniform at all times is compulsory. School colours are lime green and royal blue. Polo shirts, shorts, dresses and bucket hats with the school logo are available from the front office. Sports shoes must be worn for all Physical Education (PE) activities to prevent and/or reduce the potential for injury.

Hats

As part of the school compulsory uniform policy bucket hats are to be worn. During recess and lunch times children may play outside if they are wearing a hat. Children not wearing hats are required to stay in the undercover areas. Children must also wear hats for PE sessions.

Hydration

We encourage the regular consumption of water and suggest that children keep a clean bottle or guzzler of water on their desks. All children are encouraged to have water with them on Physical Education lesson days.

Book Pack

The school sells book packs. This pack includes a voluntary contribution, stationary and a performance contribution. The book packs are available at the start of each school year and during the week prior to commencement of Term 1. We ask that all children have their book packs by the end of Week 1, Term 1. Parents/Caregivers may cover and name children's books/pencils prior to commencement of school. If there are specific instructions attached to children's packs about covering and naming, please ensure they are carefully followed.

Please ensure children bring the whole book pack to school. (They are packaged for your convenience.) Book lists are available from the Front Office at the end of each school year so that parents/caregivers are aware of what will be required for the following school year. Anyone experiencing financial difficulty should contact the school to discuss the matter with our Registrar or Principal.

Houses

On enrolment children are placed in one of four houses: Uluru (Red): Coburg, (Blue): Kakadu (Yellow) and Litchfield (Green). Children from the same family will be placed in the same house.

Organised Sport

Various sporting associations organise clinics and competitions after school hours or on weekends. While these are organised through the school and may include teacher involvement, we strongly encourage parents/caregivers to assist with coaching and transport. The degree of school participation will often depend on the level of home support. The emphasis of these programs is on developing skills, team play and sportsmanship.

Support for School Sport NT Representatives

Leanyer School Council provides each student selected in an NT Representative Team, with \$50 as acknowledgement of their achievement. The payment will be conditional to:

- the student's selection in the team being confirmed by the appropriate team coach/manager.
- the student demonstrating consistent satisfactory attendance and behaviour.
- final approval by the Principal.

Accidents and Illness

If your child has an accident or becomes ill at school we will contact you. A current phone number must be provided for our contact records. In serious emergencies an ambulance will be called and the child accompanied by a staff member will be taken to the hospital. Our front office staff have first aid certificates.

If your child has asthma or has been treated for asthma anytime during her/his life, details of treatment are required by the front office staff in order that they can administer the appropriate treatment. Likewise if your child is allergic to certain things, our office needs to know for records and awareness.

A number of infectious diseases have set periods for exclusion from school. These include: measles, chicken pox, mumps, ringworm and impetigo. Our front office staff can help you if you are not sure if your child should be excluded.

Head Lice

Head lice are always with us! Children cannot be at school if they are infested with head lice. Head lice are no respecters of persons: Those with the cleanest heads can catch them. Parents and caregivers are asked to check their children's head regularly. A note will be sent home with children in a class where head lice are recognised. It is a home responsibility to ensure that children return to school only when the head lice have been treated effectively. If lice are found in your child's hair, parents and caregivers will be contacted. Exclusion from class will apply until treatment is undertaken. We can assist with advice.

Severe Food Allergy- ANAPHYLAXIS

At Leanyer School there are children who have **severe** food allergies, in particular, to nuts of all sorts. This is called Anaphylaxis and can be a **life –threatening situation**. In these children's case, eating, touching or even inhaling trace elements of peanut or nut products can trigger a serious reaction. There are also several other children who have allergies to nuts but the reaction is not as severe and requires different approaches when dealing with the condition.

Each year a note will go home to parents in the modules where the children are placed making parents aware of these children and their condition. Plans are in place and staff have been trained for any situations that may arise.

There is an excellent web site for those who wish to gain further understanding of allergies/ anaphylaxis : www.allergyfacts.org.au.

Please contact the front office if you have any further queries.

Medicines:

Department of Education and Training (DET) regulations require that students needing to be medicated at school must store their medication in the Front Office, from where it will be administered by staff.

Please assist us by providing a written note outlining all information relevant to the correct administration of medication.

Please note: Asthma medications are exempted. Your child may keep their asthma medications in their bags, desk or at the Front Office.

Dental Services

Should your child/ren require dental treatment, parents will be asked to make contact with staff at the Darwin Dental Clinic to arrange a suitable appointment time and location.

Parents can telephone reception on 89226466 or 89226467, to access this care. The opening hours for the clinic are 8:00am to 4:21pm, with a lunchtime closing from 12:00noon to 12:45. For more information see our website at http://www.health.nt.gov.au/oral_health

School Crossings, Parking and Traffic

The school is situated on a busy road. Traffic congestion is a problem because the main school crossing is close to a bus stop and the two school entrances. We ask that you use the Gotham St entrance when dropping children off, please do so well away from vehicle entry and exit points. Crossing monitors are on duty on Leanyer Drive before and after school and children must follow their directions. A School Speed Zone of 40 km/h operates between 7:30am - 5:00pm.

Dogs

Dogs create problems around schools, often knocking over bins and diverting the attention of children. Dogs found roaming loose in our school grounds will be caught, the Darwin City Council notified and the animals removed. As many children and adults are often wary and scared of dogs could all parents and caregivers who come to school with a dog to collect children, please remain outside the boundaries of the school. This will ensure that no incidents occur.

Hire of School Facilities

We encourage community use of our school's facilities. Hire arrangements for our hall, library and some rooms can be made through the front office. An appropriate fee is charged.

Valuables

Parents and caregivers are advised that it is unwise for students to bring valued and treasured items to school. These include card collections, 'walkman' cassette/radios, ipods, computer/video games, mobile phones. Any item brought from home is your child's responsibility.

Mobile phones must be switched off while at school and stored on the child's school bag, in the bag storage area of each class and module.

Lost Property

A lost property box is kept in the Front Office. Contents are displayed in the assembly area at the end of each term. Parents and caregivers are notified in our newsletter that this is happening. Any articles not claimed at the end of term are donated to charity.

Cyclones

Every family needs a plan so that everyone knows what to do if schools are closed because a Cyclone Warning that has been announced.

Once an instruction has been given to close schools a designated person is to collect Preschool and Primary School aged children from the child's classroom. This person may be a parent, a friend or an older child.

Each teacher will record who is collected and who made the collection.

After an hour or at the end of the school day (whichever is earlier) all students remaining in classes will proceed to the Library where Senior Staff will offer supervision. Students who normally go to Outside School Hours Care (OSHC) will remain in the library as the OSCH facility will not be in operation. Student lists will be sent to the Library with the children in the care of Senior Staff.

Other staff will be then free to leave to take care of their own families.

Any children remaining after 2 hours of the declaration of 'school closure' or 4:00 pm, whichever occurs first, will be taken to the nearest public shelter. For us this is Dripstone Middle School.

Contingency Plans for Service Breakdowns

In the event of a breakdown of power or water supplies to the school, classes will continue unless a long term shut down is inevitable. Parents will be advised in cases of long term disruption.

Fire

The school has a planned response to fire alarms and practices are held to ensure everyone is familiar with procedures.

Conclusion

Our handbook has been designed to provide concise information on key matters relating to school operation.

If there are matters on which you would like further information, please contact us by phone on 8927 4022, by email on our website

<http://www.schools.nt.edu.au/leanyr/> or visiting our office.

Your suggestion on how our handbook could be further improved would be welcomed.

We hope that your association with our school will be mutually beneficial.