We’re looking forward to being partners with you as your child begins the next exciting phase of his/her life.
Important Information

School Phone Numbers
9465 4350 or 9465 1707
Email: lalor.east.ps@edumail.vic.gov.au
Website: www.laloreastps.vic.edu.au

Principal
Linda Baker

Assistant Principal
Linda Richards

Business Manager
Lorraine Hogg

Office/Reception
Barb Hewish and Frances Valenti

Out of School Hours Care
Camp Australia 8851 4160 Lalor East Out of School Hours Care 9464 2383
Email: oshc@campaustralia.com.au Web: www.campaustralia.com.au

Term Dates 2013

Term 1
Tuesday 29th January – Thursday 28th March
Students start Wednesday 30th January 2013

Term 2
Monday 15th April – Friday 28th June

Term 3
Monday 15th July – Friday 20th September

Term 4
Monday 7th October – Friday 20th December

Prep Starting Times for 2013

Wednesday 30th January 2013 9.30 am - 1.00pm
Thursday 31st January 2013 9.30 am - 1.00pm
Friday 1st February 2013 9.30 am - 1.00pm

Prep students will commence school at 9.00am on Monday, Tuesday, Thursday and Friday, finishing at 3.30pm from Monday 4th February 2013.

During February, Prep students do not attend school on Wednesdays. Individual appointments will be made for children and parents to meet with teachers for Prep Entry Assessments and interviews on Wednesdays.

Prep students will commence school full time the week beginning Monday 4th March 2013

**Preparation**

**Bell Times**

Starting: 9.00am
Recess: 11.00am—11.30am
Lunch: 1.30pm—2.30pm
Finishing: 3.30pm

**Monday Morning Assembly** held in the Multipurpose Centre

8.55am - Music Students line up
9.00am - Bell Assembly begins

Please help us to start our school week promptly by having students arrive before the first assembly bell.

All Parents Welcome

Please note that as teachers begin duty officially at 8.45am, students are not to be at school before that time as the playground is unsupervised.
Visitors at School
All visitors should report to the office to collect a Visitor’s Pass. All school gates are locked during the day, except the Cleveland Street entrance near the office.

Early Dismissal
If you are collecting your child early, you need to go to the office first, to get an Early Dismissal Form to give to your child’s teacher. Your child will then be released to your care.

Late to School
Please ensure your child is at school by 8:55 am. Late children often feel embarrassed and cause disruption to the class activities. Late arrivals to school and early departures from school are noted on the class roll. Late arrivals have to sign the “Late Book” at the front office before going to their classroom. Students will be given a green card, stating “I have signed the Late Book”, to give to their teacher.

Pupil Absences
The Department of Education requires parents or guardians to supply the school with a suitable explanation for the absence of any child. This should be provided in writing and given to your child’s teacher.

School Crossing
School Crossings are legal pedestrian crossings only when flags are displayed. Please impress on your children the correct routine for using School Crossings.
The procedure is: Stop at the kerb, wait until the whistle is blown, walk across the Crossing.

No running or bouncing of balls on the Crossing

Medicines at School
Medications are best taken at home. If it is necessary for a child to take medication at school, it would be appreciated if parents would supervise this at school.

Parents unable to supervise children during school hours, are required to complete a Medication Permission form, available at the office. This form is to be updated every 12 months, or whenever particulars change, e.g. dosage, frequency etc. Parents should supply medication in the original container that states the name of the student, the dose and dosage strength, and the time the medication is to be taken. The name of the medication should be clearly marked on the container.

All student medication is stored at the office or in the sick bay fridge. Students are not to keep medication in their bags or lockers. Students are not permitted to self administer medication.

ASTHMA:
Students who are asthmatic must have an Asthma Management Form completed. This form is available at the office and must be updated every 12 months, or when treatment requirements change.

ANAPHYLAXIS:
Students who are Anaphylactic must have an Action Plan for Anaphylaxis completed by the family doctor. This form must be updated every 12 months, or when treatment requirements change. Parents must provide an Epi pen - please check expiry date.

Staff at school cannot be held responsible for the administration of medication.

Sick Children
A sick child should definitely be kept at home.
If a child is ill before school, it is the parent’s responsibility to arrange appropriate care. If your child becomes ill at school, be prepared to collect him/her if requested, or arrange for someone else to do so. Please ensure the school has up to date contact numbers. It is very distressing for children if they get sick at school and we can’t contact a parent to collect them.

Please remember the school has very limited facilities to deal with sick or injured children.
Preparing your child for School

Parents often ask “How can I prepare my child for school?” Here are some ideas:

**Make sure your child can . . .**
- Say his or her full name
- Put on and take off shoes and socks and a jumper
- Identify his/her things
- Unwrap a lunch and eat it without assistance and tidy up
- Use a toilet without assistance and know how to wash hands after visiting a toilet
- It is important for boys to know how to use the urinal
- If your child will walk to school, go over the route. Always use the school crossings correctly.

**Share your excitement about school**

**On the First Day**

**What to bring**
- A school bag
- Lunch and fruit for mid-morning snack. Make sure your child knows what to eat for lunch and snack. A plastic box will prevent a squashed lunch.
- Drinks are to be of the Prima type or in a plastic bottle. No glass please.
- Spare underwear and socks. Please provide these all year round.
- An Art smock (an old shirt will do).
- **Put your child’s name on all belongings:**
  - all clothing
  - hats
  - lunch boxes
  - school bags

**Arrive on Time**  Parents – Leave Cheerfully!
If your child is upset, don’t worry, but please leave quickly. It is our experience that children settle very soon after parents have left. We will call you if your child is seriously distressed.

**Sharing Teaching**

Until now you have been your child’s teacher. The school is now going to share in this role. Here are some ways to continue helping your child:

- Read and enjoy stories together, particularly at bedtime. This maintains your child’s eagerness to read.
- Encourage your child to talk to you and be a good listener.
- Look at the work your child brings home and talk about it. Stick it on the fridge or notice board to show that it is important.
- Make sure your child has a good night’s sleep.
- Remain in control of the television and computers. These should not be in a child’s bedroom.
- **Make sure your child gets to school on time: 8:55am.** It is very disruptive for the classroom program when children arrive late and children are also upset. Punctuality at this stage is good training for later life.
Reporting Process

**February**
During February we have Parent Information sessions. This is an opportunity for you and your child’s teacher to get to know each other. Teachers will explain (briefly) the structure of the area of the school in which they work, the expectations they have of the children in their care and a synopsis of the work to be undertaken.

Parents who have particular concerns, are invited to make an appointment to discuss specific issues with teachers. Prep students will have their Parent Information session during their Wednesday interview.

**Half Year Reports**
Student Reports are sent home in late June. Parent/Teacher/Student Interviews are usually held during the last week of Term 2.

**End of Year Reports**
Student Reports are sent home in the second last week of Term 4. Parent/Teacher discussion on request.

**Curriculum Information**
Early each term, a grade level newsletter outlining curriculum and other activities for the term will be sent home to parents. Areas of the school will hold various activities to celebrate successes as they occur throughout the year.

**Walking to School Safely**
Children are encouraged to walk to school for health benefits and to ease traffic congestion around the school. Please teach your children to use the School Crossings around the school.

**Newsletter**
As a direct communication between school and parents, we have a newsletter called the ‘Jumbunna’ which is published each Thursday and sent home through an email attachment. Please provide the school with an email address. The newsletter will provide you with vital information about your child’s school activities. The newsletter is also available on our school website: [www.laloreast.vic.edu.au](http://www.laloreast.vic.edu.au)

**Emergency Drill (Displan)**
During the year, various evacuation drills and evacuation of school grounds will be undertaken. Any visitors to the school during these drills will be expected to participate fully and comply with all legitimate instructions.

**Contact Information**
Parents fill in a Confidential Student Information Form for each child when enrolling.

It is very important for parents to advise the school of any changes in address, telephone numbers and medical information so that records can be kept up to date and you can be contacted in an emergency.

If you change mobile phone numbers, please notify the office immediately.
For children
Excursions and visitors to the school play an important role in our programs. Please allow your child to participate in these experiences for their social and educational value. Expect notices telling you about sporting activities, cooking sessions and multi-aged group work. Children must be dressed in full school uniform to attend excursions.

For parents
We arrange social events, information days and evenings and Parent/Teacher Interviews. Throughout the year programs for parents such as Classroom Helpers and computer classes may be conducted. These programs help parents understand how children learn, how they are taught and how to help their children.

Parents should endeavour to see that their children attend all planned school activities.
Parents/Guardians can expect to be notified in writing well in advance of any proposed excursions. Payment must be received prior to excursions etc. unless prior arrangements have been made with the Principal.

School Excursions or Visiting Artists
School excursions, camps and local walks provide valuable first hand educational experiences and are designed to include integral aspects of this school’s curriculum.

Unless written permission and authority to take emergency action is received before the proposed excursion, children will not be permitted to participate.

Money
Sending money to school
When you send money to school for excursions etc. place it in the specially marked money envelopes supplied by the school (extras can be obtained from the office) and fill in the information on the envelope. This should then be returned to your child’s teacher.

School Books and Curriculum costs
Booklists are distributed to families each October. Please read the information regarding Booklist orders, payment and the delivery of the Bookpacks to your child/children.

Education Maintenance Allowance (EMA)
If you have a Health Care or Pensioner Card, which is current on 29th January 2013, you are eligible for this Government subsidy which will help pay for your child’s booklist. Ask the office staff for a Education Maintenance Allowance form.

Uniform
The school has a compulsory uniform. Items of uniform are available from:
Northern Regional Uniforms, Unit 21, 8 Oleander Drive South Morang, 9436 4005.
Uniform items will also be available for sale at Lalor East Primary School on the first Tuesday of each month.

Student Banking
Each Tuesday we offer school banking at Lalor East Primary School. Applications are available at the office, for your child’s Dollarmite account or if you have an existing Commonwealth Bank account, please send along your bankbook, with money enclosed, to your classroom teacher each Tuesday morning.
Practical ways in which parents can help:-

School Council
The School Council is made up of parents and teachers. Its role is to help the school run effectively. It is responsible for policy, finances and improvements to the school grounds.

Fundraising
There is a fundraising committee supported by many parents. You are encouraged to assist with some of our fundraising events each year.

Working Bees
Please support any Working Bees that are called during the year.

Assisting in Rooms
Offer to assist in classroom activities, excursions, changing Take-Home books and Math’s Share etc. Both the Library and Oral Language Centre are always in need of helpers too. Helpers will need a “Working With Children’s” check.

Changes to Home Environment
Please inform the school if your children develop serious problems or where the home situation could affect their performance in the school.

Ensuring children are punctual

Ensuring children have clearly labeled school uniform

Parent Education Programs
By attending comprehensive Parent Education Programs provided through Prep-6.

Slip Slop Slap
During the first and fourth terms, children MUST wear broad brimmed uniform hats as part of the school’s SunSmart Policy. Zinc cream is not suitable for wearing to school.

Take Home Reading
This is a program designed to help parents and children enjoy reading together. Books are supplied by the school for children in grades Prep to 6 to borrow each day. Most parents will have attended a Take Home Reading information session during the children’s Transition Program. More information sessions will be arranged if required. It is important that a parent attends an information session to understand how to help your child. Please make sure books are looked after and kept in a safe place.

Oral Language
We believe in the importance of developing the Oral Language of our students as a basis for further Literacy development. At Lalor East Primary School the Prep–2 children visit our Oral Language Centre, where they are involved in experiences that stimulate and encourage creative thinking and talking. These experiences in combination with exciting classroom programs lead our children into the exploration of Reading, Writing & Numeracy. We invite you to attend an information session during the Prep Transition Program.

Good Communication
Schools are about good partnerships between home and school that aid in supporting and enhancing your child’s learning. Please contact the school to discuss any issues that affect your child or to provide us with honest feedback and ideas.
Safety
For the safety of children, parents are requested not to park inside the school grounds, including the staff car park. Children are requested to keep out of the staff car park at all times. Parents are asked to exercise due care and courtesy, to ensure student safety and orderly traffic flow. Please observe the speed and parking signs around the school.

Lost Property
All items of lost clothing are kept on the Lost Property pegs between the G.P. Room and the Staffroom. Parents are asked to check this frequently, as storage of lost property becomes a problem. At the end of each term, all unnamed, unclaimed items of clothing are displayed for the children and parents to identify, and if still unclaimed, are sent to a suitable charitable organisation. It would assist us greatly if all items of clothing are marked with your child’s name.

Naming of personal belongings
Please ensure that all your children’s belongings; clothes, books, pens, lunch boxes etc are clearly named. It is important that you check this labelling regularly.

Care of Property and bringing of valuables to school
The school cannot take any responsibility for the loss of or damage to expensive items including watches, rings, jewellery, toys, radios and computerised equipment, if students bring them to school. Please do not allow your child to bring expensive items to school. Mobile phones are not permitted at school. Our school policy is available for your information.

Canteen — Lunch Orders
Children eat lunch in their room 10 minutes before going out to play.

The canteen, housed in our Multipurpose Centre, is available if you wish to buy lunch for your child every day of the week. A price list will be sent home during the first week of 1st term and updated versions will be sent home during the year if prices change.

If you wish to buy your child’s lunch, send a brown paper bag with your child’s name, grade, room number, lunch order and total cost written clearly on the bag. Do not use envelopes for lunch orders. Also state how much money is inside the bag. It’s best if you can include the correct amount of money.

Please check inside your child’s school bag each day for notices and to see how much lunch is being eaten. All students are encouraged to eat their lunch and children will be told to take uneaten portions home.

Before and After School Care Program
Camp Australia organise our OSHC program. Bookings must be made by phoning them on 8851 4160 or 9464 2383 and leave a message. Please do not call the school for bookings. Call in at the school office to collect the Registration Form if you wish to use this program. The program operates from 7.00am — 9.00am and 3.30 — 6.00pm each day.
Values At Lalor East Primary School

Cleveland Street, Thomastown 3074
9465 4350 or 9465 1707
lalor.east.ps@edumail.vic.gov.au
www.laloreastps.vic.edu.au

respect
caring - honesty
co-operation
personal best