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Welcome to Longford Primary School
On behalf of the School Council, Parents' Club, Staff and children, I wish to extend to you and your child a very warm welcome to Longford Primary School.

Whether your child is a new pupil or a pupil continuing at the school, we trust that the school year will be enjoyable, challenging and stimulating as he/she experiences a range of programs that cater for his or her development. A concerned and caring staff work towards making your child's primary years as rewarding as possible.

This booklet is planned to acquaint you with the school's operation and is intended as a valuable home reference of procedures followed within the school.
LONGFORD PRIMARY SCHOOL GOALS:

FOR EACH CHILD TO DEVELOP:

• Skills in literacy, numeracy and communication to the best of their ability.
• The ability and inclination to think clearly, independently and critically.
• The capacity to make informed decisions and take responsibility for them.
• The ability to respond creatively to the demands of a changing world.
• A sense of themselves as learners and a desire to continue their learning.
• Manners, good character, resilience, self-esteem and self-respect.

LONGFORD PRIMARY SCHOOL
MOTTO:

"Building Bridges to the Future"
INTRODUCTION

The Primary School is the foundation area of education on which others areas depend. There is no other stage in education that sees such dramatic changes in students.

Primary aged pupils change to a greater extent than others; in physical growth, in skill development, in knowledge, in ways of thinking and speaking, in understanding, in emotional development and in ways of relating to people - the list could go on and on. In no other period of schooling is there shown by children such a capacity and eagerness to learn.

At Longford, we try to build on this exciting stage of development by providing an environment that is conducive to effective learning. We also ensure that the school functions efficiently to the best advantage of pupils, parents and teachers.

You, as a parent, play a vital role in keeping in touch with your child's education. We encourage you to talk to the teachers, positively involve yourself with your child's work and actively support school activities.

All school activities focus on the need to create and maintain a school with a warm, caring atmosphere where children in co-operation with teachers and parents, are purposefully engaged in fully developing their abilities and skills as a preparation for future learning.

School relationships, based on trust and mutual respect, emphasise a cooperative environment in which we attain high standards of teacher excellence, pupil achievement and school accountability to the community for a quality education.

The Staff & School Council,
Longford Primary School.
ADDRESS : 6380 SOUTH GIPPSLAND
HIGHWAY
LONGFORD ……3851

TELEPHONE : 5149 7210
FAX : 5149 7253
EMAIL : longford.ps@edumail.vic.gov.au
WEB : www.longford-ps.vic.edu.au

PRINCIPAL : Richard Kelly
Enrolment : 139 students

School Council President : Deanne Sykes
Parents' Club President : Tracey Dowsett

School Hours : 9.00 - 3.30 p.m.
Morning Recess : 10.30 - 11.00 a.m.
Lunch : 1.00 - 2.00 p.m.

TERM DATES
2010

Term 1: 27th January to 26th March
(All students start 1st February)

Term 2: 12th April to 25th June

Term 3: 12th July to 17th September

Term 4: 4th October to 17th December
(Students finish 17th December)
Longford Primary School Aims:

The school aims to give all students access to an education of the highest quality.

Quality education not only teaches children basic skills, it also provides a broad range of subjects and experiences to prepare children for a future in an increasingly complex and technological society.

The children in the school come from families that represent a broad cross section of professions, business pursuits, skilled and semi-skilled trades and service occupations. Our school respects the values, customs, rights and responsibilities of the various groups that comprise the school community. We also take into account the influence of gender, class and ethnic backgrounds.

All school programs are based within State guidelines and provide every student with equal access to educational experiences. These learning activities are designed to be challenging, have a purpose and be broad enough so that all students will feel a sense of success and achievement.

We understand that all children have something to contribute, all learn from each other, all learn best in a stimulating environment and that learning is best achieved by being actively involved in the learning process.

The school aims to encourage the development of:

- an ability to communicate well through language by reading, writing, speaking and listening.

- an ability to understand, quickly and accurately, and to use mathematical skills.

- an awareness of issues that effect the total community, including local, Australian and world issues.

- an ability to cope with social and personal matters in a confident manner.

- good learning habits, attitudes and skills which will lead to independence.

- skills to introduce children to modern technology so that they will be able to cope with change.

- creativity and appreciation of the arts.

- awareness, skills and appreciation of recreational skills to encourage the best use of leisure time.

- greater awareness of self development in relation to health, safety and personal relationships.
1. **Class Arrangements:**
The placement of children within classes will vary from year to year dependent upon the number of classrooms available, the number of children at each year level and staffing entitlements. Multi-aged classes may be necessary to maximise efficient curriculum delivery.

2. **Specialist Areas/ Subjects:**
Dependent upon staff expertise from year to year, special programs may be offered in Library, Art, Music, Personal Development, Computers in Education, Physical Education and Reading Recovery.

3. **Emergency/Relieving Teachers:**
These are qualified teachers, who are employed to replace teachers during periods of absence.

4. **Integration Aides:**
People employed to assist students with a disability with their classroom programs.

5. **School Hours:**

- 8.50 a.m. : **Monday** Morning Assembly
- 9.00 a.m. : Classroom Assembly
- 10.30 - 11.00 a.m. : Morning Recess
- 1.00 - 2.00 p.m. : Lunch Recess
- 3.30 p.m. : Dismissal

**Lunches:**
- ✓ Lunches easily managed by the child are recommended.
- ✗ Under no circumstances are fizzy drinks or glass containers permitted.
- ✗ Chewing gum or bubble gum must not come to school with your child.

**Change of Address:**
It is imperative that we can contact you in case of an emergency. Please notify the school if you change your address, phone number or the person or persons who will care for your child in an emergency. You will automatically be asked to upgrade this emergency information at the beginning of each year.
Longford is a well established and traditionally structured School set in attractive surroundings. The school grounds and facilities are a feature of the school. They are maintained by parent volunteers, a handyman and have featured in the State School's Garden Award.

**CURRICULUM PLANNING DAYS:**

The department approves the closure of schools for four curriculum planning and reporting days each year. These days are used by staff and interested parents to review and plan school programs. These days used to be spread throughout the year but starting in 2009, the first three days of the school year are dedicated for this purpose with a fourth day in June.
**CAR PARKING IN FRONT OF LONGFORD SCHOOL:**

All parents are reminded that when collecting children from the school or visiting for any other purpose before or after school, you should use the car park area at the front of the school. Entry to the parking area must be made only from Hobson’s Road at the south (Yarram) end of the area. You can reverse park or wait for your child in the pick up zone. One space is marked and allocated for the disabled. Exiting is via Hobson’s Road as well. Buses only enter from the Northern end and they have their own entry and exit point.

Parents are not to use the staff car park for general parking. For the safety of all our children, please follow these instructions as outlined above.

**OUT OF BOUNDS AREAS:**
Include any area outside the fence line plus the following areas in the school ground:

- Behind the water tank near Room 4 or 5.
- The area where teachers park their cars and the area near the big bin because of the dangers to the children of moving cars and garbage trucks.
- In between the Multi Purpose Room and the water tank.
- The area behind Room 9.
- Behind the mower shed.
- All gardens.
- Behind Fair shed.
SCHOOL PROGRAMS

Classroom Requisites:
Locally raised funds are used to purchase classroom requisites and provide additional curriculum material. However, children are expected to take reasonable care of these provisions - they will not be automatically replaced following deliberate misuse on the part of the child. Besides materials provided by the school, your child will need:

- An art smock (refer to school clothing section)
- A school bag
- A library bag
- A school uniform

Book Club:
Ashton Scholastic Book Club is conducted every six weeks, by parents, enabling children to purchase their own books. Students may participate in this Club if they wish.

Swimming:
Grades Prep to Year 6 pupils will participate in a sequentially structured swimming program. Achievement records are kept based on "Swim and Survive".

Our swimming program aims at developing water safety and survival skills, not necessarily champion swimmers.

Athletics Sports:
This school participates in the Sale and District Athletics Sports Meeting. These sports are a culmination of our school athletics program. Selected trials are held for Year 3 - 6 children at Longford.

Social Sports Matches:
Social matches are played regularly throughout the year. A variety of sports are offered and participation is encouraged.

Religious Education:
The Approved Course is available for all pupils from Years P - 6 for half an hour per week. This program varies with the availability of instructors.

Free Fruit Friday:
As part of the school’s involvement in the Kids – ‘Go for your life’ promotion, a small serve of fruit is provided to students in Prep - 6 once a week.
School Captains:
School Captains and Vice Captains are elected from senior grades to represent the school as the need arises.

Junior School Council:
A Junior School Council will be formed by students to inform School Council of students' needs. Junior Council will meet under the guidance of an adult or staff member and may attend or send representatives to School Council meetings. Mrs Debbie Taylor has assisted Junior School Council members in the raising of funds over the past several years to purchase items such as ear phones, overhead projectors and screens, a CD player for the music room and a class set of dictionaries. They also subsidise specialist programs such as Coach Approach and make donations to various charities.

Excursions:
All pupils will be given the opportunity to experience active learning through excursions related to class programs. Costs will be kept to a minimum with the aim of all children participating. To facilitate payment, an excursion fee is charged at the beginning of the year.

Social Service:
A Social Service co-ordinator is appointed annually. Their job is to conduct small fund raising activities for worthy causes and works closely with Junior School Council.

Music:
The school offers a basic music program for students in all grades. A specialist (if available)/class teacher has access to a good variety of equipment for music classes and resource material such as the ABC series of song books.

Camps:
😊 Grades 5 - 6 pupils will participate in a 3 night extended overnight experience away from the school every second year.
😊 Grade 3 - 4 will experience a 2 night camp away from the school every second year.
😊 Grade 2 will experience an outdoor activity day and a "sleep-in" at the school.

Active After School Program
This runs of a Tuesday and Thursday after school until 4.45pm.
**Bus Travellers:**
Teachers are rostered for duty each night to ensure children are put on the correct bus.

*If your child is to be collected at school, or is altering their usual bus travel arrangements, the school must be notified.* Bus notices for stating alterations will be issued to bus travellers during the first week of school. They are to be filled in and handed to the class teachers or clipped onto the bus note clip at the office - a replacement notice is to be collected by the child.

**LONGFORD PRIMARY SCHOOL: BUS NOTE**
* Hand this to your teacher OR clip it on the "Bus Note” clip at the office.

<table>
<thead>
<tr>
<th>Name: _________________________</th>
<th>Day __________________</th>
<th>Date __________</th>
</tr>
</thead>
</table>

**REGULAR BUS:** ________________________

Parent's Signature: ________________________

**ALTERNATIVE ARRANGEMENTS:**
[ ] will be collected at school.
[ ] will travel on the .......................bus.
[ ] will not be travelling on the bus each .......(day).
[ ] tonight only.
[ ] other.

N.B: Children are not permitted to travel on a school bus other than to be transported from home to and from school.

**Parents and Buses:**
Parents wishing to report incidents related to bus travel should do so by contacting the Principal and/or the Teacher in Charge of buses at the Sale College.
(Ron Wilson 5144 1711)

**Walking School Bus:**
This has operated two mornings each week (weather permitting) leaving from the Lakeview Estate. Current arrangements are available from the office.
Emergencies at School:
In case of an emergency, such as a fire or accident involving the school as a whole, we have a Displan procedure known by staff to ensure the safety of all. The school will experience a fire drill so children are also familiar with this procedure. Obviously care of children at all times is crucial and in the event of a major emergency or evacuation, the school will come under the control of the Police/Emergency Services. Local ABC Radio will also be a main source of communication.

Labelling:
We request that all removable clothing and personal items be labelled clearly with your child's name, or with some form of identification known to your child. Label school bags on the inside with your child's name, address and phone number. Found clothing is placed in a lost property box at the school for your inspection. This is disposed of at the end of each term.

Toilets:
Please ensure your child understands and uses acceptable toilet etiquette before he or she comes to school. The toilets are not a play area.

Wet/Hot Days:
If the duty teacher considers a "wet/hot day" program is necessary, children will be supervised in their classrooms at recess and lunch times. A wet day timetable exists for bus travellers after school. This requests all students to assemble in the Multi Purpose Room or appointed areas such as the covered area outside of the Library.

Attendance:
Attendance must be regular. A written note is required by Law for any absence. These notes are filed in the school for inspection. If you wish to take your child from the school early, please see the Principal and the class teacher. We do not want your child removed from the school by unauthorised persons, nor do we want children leaving the grounds without adult supervision. A “sign out/in book” is located in the front office, which should be used as part of the process.

Illnesses and Infectious Diseases:
We request that you do not send your children to school if they are ill prior to departure from home or if they are not fully recovered from an illness. Children are not fully receptive to learning and our facilities for caring for them are limited.
A child who becomes ill whilst at school will be cared for in the sick bay and parents will be contacted in order to take the child home - if necessary, the parents of a sick child will be asked to wash the soiled linen and blankets from the bed.

Some diseases require the child to be excluded from school... (see Exclusion Table for Infectious Diseases)
**EXCLUSION TABLE:**

<table>
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<th>Condition</th>
<th>Duration and Additional Instructions</th>
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<td>Chicken Pox</td>
<td>Until fully recovered or at least one week after the eruption first appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diptheria</td>
<td>Until a medical certificate is provided in accordance with Health Department regulations. CONTACTS EXCLUDED FROM SCHOOL.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until five (5) days have passed since the appearance of the rash.</td>
</tr>
<tr>
<td>Measles</td>
<td>Until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until at least fourteen (14) days after the onset of symptoms.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>For at least fourteen (14) days after beginning of the illness or until a medical certificate of recovery is submitted.</td>
</tr>
<tr>
<td>School Sores</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.</td>
</tr>
<tr>
<td>Streptococcal Infection, Including Scarlet Fever</td>
<td>Until a medical certificate of recovery is refurnished.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate is provided stating that the child is non-infectious.</td>
</tr>
<tr>
<td>Typhoid Fever</td>
<td>Until three (3) successive negative faecal cultures are obtained at 72 hour intervals, commencing at least 72 hours after cessation of specific therapy.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Until a medical certificate of recovery is provided or all symptoms of the disease have disappeared.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>You are urged to keep a constant check on your child’s hair. Advice for treatment is available from the school and the Wellington Shire. The Shire Health Department will assist in checking if your child is free of head lice. Phone 5142 3333</td>
</tr>
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SERVICES:

• **Medical:**
  Each year children in year Prep undergo a full medical check-up. A referral service is available for children in other grades.

• **Dental:**
  Every year children will have the opportunity to visit the School Dental Service, which is located at Guthridge Primary School, Sale

• **Counselling and Guidance:**
  For students with social, emotional or behavioural problems.

• **Speech Therapy:**
  For students with speech developmental problems.

• **Occupational Therapy:**
  Through Gippsland Base Hospital

• **Local Government Health Services:**
  Immunisations, etc.

If you feel that your child may need any of these services, please contact the Principal. At times, teachers will initiate the contact but only with parental consent.

SCHOOL RESOURCES:
The school also has a number of videos relating to School Council matters, curriculum programs and other educational programs. These are available to parents on request.

OUT OF HOURS USE OF SCHOOL EQUIPMENT AND GROUNDS

**School Equipment:**
Some items of school equipment may be available for parents or local organisations to borrow. Borrowers should contact the School Council/Principal for prior approval. School staff members are able to borrow items of school equipment related to their profession by first obtaining approval from the Principal.

**School Grounds and Building:**
Users of the school grounds out of school hours are informed that usual school rules still apply (this includes local children living near the grounds). Signs are erected that School Council does not accept responsibility for any accidents after school hours. Horse riding and trail bike riding in the grounds are prohibited. School Council does approve the hiring out of school facilities to community groups. Such groups must have their own public liability policy.
The School Council is the governing body of the school. It determines School Policies, oversees the maintenance and development of buildings and grounds, is accountable for school finances and responsible for stimulating and maintaining interest in the school. Other powers of the School Council include employment of non-teaching staff, overseeing construction works, determining the use of the school by other groups, approving school programs, community education activities, fund-raising, the purchase of equipment and the establishment of various sub-committees.

**Membership:**
School Council is generally made up of 8 elected parents, 4 elected teachers, the principal and 1 Co-opted Member.
Any parent of a child at the school can be nominated for School Council.

**Sub-Committees:**
School Council has a number of sub-committees led by a School Councillor. Any parent may become a member of a School Council Sub-Committee. Sub-Committees may include, Finance, Facilities, Education, Country Fair and others as needed.

**Meetings:**
School Council meets in the School Staffroom at 7.30p.m. in the third week of each month. All parents are welcome to attend these meetings.
School Councillors are YOUR REPRESENTATIVES! Council activities are reported to parents through "The GAS". Parents should not hesitate to contact School Councillors to express ideas or concerns about the school.

**School Council Membership 2009:**

- **President:** Deanne Sykes  
- **Vice President:** Tony Taylor  
- **Secretary:** Heather Eustace  
- **Treasurer:** Principal Richard Kelly  
- **Executive Officer:** Richard Kelly

**Parent Reps:**  
- Sue-Ellen Jackson  
- Nick Macreadie  
- Tracey Dowsett (Parents’ Club Rep)  
- Jason Davis  
- Michelle Thompson  
- John MacLachlan  
- Diana Dyer  
- Tania Knight

**Staff Reps:**  
- Clare Cumming  
- Evelyn McAdam  
- Christine McCormack
Parents' Club is made up of the parents of children attending this school. Parents' Club meets at different intervals during the year and all parents are welcome to attend. Parents' Club is a less formal body than School Council. Its activities include making new parents welcome, looking after everyday needs of the children (uniform, tuck shop, etc.), to run some fund-raising, information and social activities and to assist with the Longford Country Fair.

2009 Structure:

President: Tracey Dowsett
Vice President: Lisa Harrison
Secretary: Shirley Fyfe
School Council Rep: Tracey Dowsett
Uniform Shop: Debbie Taylor
Canteen Coordinator: Janny Steed/Michelle Thompson
REPORTING TO PARENTS

Assessment Tells Us of Three Things:
1. What the child can do.
2. How the child goes about doing it.
3. What the child is yet to do.

Term 1:
Parent Information sessions for each grade will be conducted early in Term 1. This formal contact is important, establishing mutual expectations and understanding the important details of the class program. You will have the opportunity to have a parent/teacher interview if you desire.

Term 2:
Written reports will be issued at the end of Term 2 and interviews arranged for all parents where the report can be discussed. Children will have the opportunity to attend the interview.

Term 3:
Interviews will be arranged at the request of either parents or teachers.

Term 4:
Written reports will be issued and interviews arranged at the request of parents or teachers.

Please remember that teachers are available for interviews at any time during the year. It is necessary, however, to make an appointment for a mutually convenient time, which we will try to arrange upon your request.

PARENTS ARE ACTIVELY ENCOURAGED TO CONTACT THE CLASS TEACHER OR PRINCIPAL TO DISCUSS ANY ASPECT OF THEIR CHILD’S EDUCATION AT ANY TIME DURING THE YEAR.
SCHOOL DRESS CODE

PURPOSE
We believe a common dress code is practical and will assist in developing school pride and community identification with the school. We also believe it assists with pupil safety.

BROAD GUIDELINES
1. The community needs to be consulted prior to any changes to the dress code being implemented.
2. Our Schools’ Dress Code should not discriminate against any students.
3. School uniforms should be practical and cost effective.

IMPLEMENTATION
1. The Longford School Uniform is as listed in the Parent Handbook (page 19). Items can be purchased from the Uniform shop at pre-arranged times.
2. If children are not wearing school uniform, a written note is required.
3. Parents will be required to sign a statement abiding by the school’s uniform policy when enrolling.
4. Parents may apply for exemption from the School Dress Code if they feel it discriminates against their children on the basis of sex, race, ethnic grouping, nationality, religious belief, colour or disability.
5. Part of our uniform is the wearing of School sun hats outside, during Term 1 and 4. All children not complying will be requested to sit in a shaded area during recess times.
6. The school will regularly re-enforce sun smart rules in a positive manner through Newsletters, parent meetings, student and teacher activities.
7. If changes to the Dress Code are proposed, the School Community will be consulted.
8. When on school excursions, school uniform is mandatory.
UNIFORM:
Blue and white gingham school dress
Dark navy basketball or walk shorts or skorts
Dark navy tracksuit pants
Dark navy, double knee, surf style pants
(Grey knee length skirt with box pleat in front – optional)
Royal blue rugby top, with white striped collar and small school motif
Royal blue polo top, with white striped collar and small school motif
Navy or white socks
Black shoes, runners or elastic sided boots
Royal blue school hat with school motif

- No thongs.
- Socks must be worn at all times.
- School Hat

Alternatives – for sports days/PE

Navy netball skirt
Navy sport shorts
Black sports briefs
Navy or black runners

ITEMS AVAILABLE FROM SCHOOL UNIFORM STORE

Dark navy tracksuit/surf style pants
Royal blue windcheater with school motif
Royal blue or white polo shirt with school motif (long or short sleeved)
Royal blue hat with school motif.
Optional - Royal blue school bag with school motif.
- raincoats

COMMUNICATION

NEWSLETTER: "THE GAS"
The "Longford Gas" is produced fortnightly as a School Community Newsletter.
"The Gas" contains a School program calendar, notices about school programs, notices of meetings, general school information, student, staff and community contributions. Community Groups are invited to use "The Gas" to advertise their activities.

**Distribution:**
"The Gas" is issued to the oldest member of each family at school every second Thursday. Please get into the habit of checking your child’s school bag or you can arrange to have it emailed if you would prefer.

The calendar on the second page of “The Gas” will serve as a reminder for coming events. As much advanced warning as possible will be given for coming events.

**NOTICEBOARDS:**
A noticeboard in front of the school office is used to highlight important school activities. Details of these activities are also available in "The Gas" or from the school office.

**OTHER NOTES HOME:**
From time to time class notes, tuckshop and other information is sent home via the students. Please check bags regularly!

**INFORMATION SESSIONS:**
Information sessions for parents are held in conjunction with Curriculum Planning Days. Information sessions are usually held at night and all parents are invited to participate. Other school information sessions may be held at School Council or Parents' Club meetings.

**COMMUNICATION GOES TWO WAYS:**
Please keep in touch with your school by contacting the Principal, class teacher, School Councillors, or by attending Parents' Club. Parents are urged not to rely on hearsay and are encouraged to check with the school.

*IF IN DOUBT.... CONTACT THE SCHOOL TO FIND OUT!!*

SCHOOL FINANCE

School Council has the responsibility to ensure that all school monies are expended for
their proper purposes and that all accounts are accurate and audited annually.

**SOURCES OF FUNDS:**

**Direct Grants:**
The school receives a Student Resource Package from the Government. From this the School Council has to allocate funds for building and grounds maintenance, library, power and gas, administration, cleaning and for class materials and requisites. This grant covers our basic school running requirements and are allocated on the size of the grounds, building area and number of students.

**Other Grants:**
The school is a regular applicant for a variety of Government and community grants to assist our school programs.

**Plantation:**
The school is responsible for a one hectare pine plantation in Longford. Under the terms of an agreement drawn up between the Directorate of School Education and Australian Paper Manufacturers in 1957, the school receives funds from thinning and clear felling operations.

**Annual Levy:**
To meet the cost of student materials for classroom programs, an annual levy is charged for each student.

The annual levy is used to provide initial classroom supplies for each student.

**Excursion Levy:**
An excursion levy is raised each year and this covers the cost of the children’s swimming program, visiting theatre groups, local excursions, some sporting events, etc.

**Local Funds:**
Local funds are made up from money generated by local fund-raising efforts. These funds provide for teacher and pupil aids, equipment and amenities additional to any provided by the Department of Education and Early Childhood Development.
Local funds have provided this school with a Library, Multi-Purpose Room, Canteen, Air Conditioners in all classrooms, shade sails, a covered area outside the library and a great variety of educational equipment.

**Local Fund-Raising:**
The Longford Country Fair run by the School Council Sub-Committee is the major annual fund-raising activity for this school and all families are encouraged to make a major contribution to this activity.

Other minor fund-raising activities may be organised by School Council, Parents' Club, Junior School Council or other interested persons.

These activities will vary, aiming at socialising the school community by providing for adults and/or children. School families are encouraged to support these activities on a voluntary basis.

**Expenditure of Local Funds:**
Funds are utilised to improve facilities for the children and projects are decided upon after consultation with all levels of the School Community. Long term planning involves the tagging of some local funds for future projects.
POLICY STATEMENTS

Statements outlining School Policy in general terms, school program outlines, detailed school curriculum programs (subjects), Code of Behaviour, Integration Policy, and a Staff Manual outlining administration procedures and the roles of all school personnel are readily available to parents on request.

All school families will be issued with a Parents’ Handbook and additional information will be forwarded through the "Longford Gas".

PROGRAM OUTLINES

More detailed documents outlining school programs are available to parents through the school office. These are the program outlines that teachers use to develop class activities.

Program Booklets available to Parents include:-

• Staff Manuals
• School Council Management Policies
• School Policies and Programs
• Victorian Essential Learning Standards
• Annual Report
• School Review
• School Strategic Plan
PRE-SCHOOL TO SCHOOL:

- Successive visits to school are arranged to familiarise the children with classroom organization and outdoor facilities.

- Orientation Day (December)
- Pre-schoolers visit for the morning as new Preps. Parents meet the probable class teacher and Principal.

- Each Wednesday during February, prep children will not be required to attend school.

- Discretionary Pick-Up: If parents feel that their child is not coping with the first few weeks (due to tiredness, hot weather, etc.), please talk to the class teacher to arrange earlier pick-ups or other temporary attendance procedures.

BEFORE THE FIRST DAY:

Because children are required to be more independent at school, it is helpful for your child to know these things and to have practised them in an informal way:-

- Putting things away after use
- Recognising and being responsible for personal belongings
- Tie and untie shoe laces
- Attend to toilet needs and adjust clothing
- Washing hands after using toilet
- Suitable personal hygiene habits
- Management of items such as lunch boxes and drink

Suggestions:-

- Have some "practice" school lunches at home
- Have a medical check up prior to attending school
- Do not allow your child to bring toys to school

PRIMARY TO POST-PRIMARY SCHOOL

Year 6 students have the opportunity to visit the Post Primary School of their choice for an information day (mid year) and an orientation day in Term 4.

Year 7 Coordinators visit the school to talk to prospective Year 7 enrolments.

Parents of students in Years 4, 5 and 6 are strongly urged to investigate all sources of Post Primary Education prior to making one of the most vital decisions affecting the education of their child.
PURPOSE
To provide a friendly and caring environment that:
- maximises learning, personal growth and wellbeing for all students:
- creates a stimulating and supportive environment for all teachers; and
- assists, informs and involves parents.

VISION
To provide a stimulating environment that allows students to achieve their full potential by promoting an education of real value that produces proud, engaged students who are skilled, flexible, responsible, resilient and creative.

VALUES
The following values underpin the life of our school and how ALL members of the school community should conduct themselves:
- **Integrity**: in all of our actions being honest, fair, responsible and loyal.
- **Respect**: by treating others and the environment with care, consideration and regard.
- **Responsibility**: by being accountable for one’s own actions and learning.
- **Excellence**: in striving to achieve one’s personal best in all that they do and acknowledgement of such.

SETTING
Longford Primary School, with a population of 139 students and located 7 kilometres from Sale, is situated in 7 acres of award-winning gardens. The school attracts students from surrounding districts with 45% of the children travelling by bus. The students come from a variety of families including farming, oil industry employees working off-shore and/or at the Longford Gas Plant and from other professional occupations.

With its unique location and history, Longford Primary School has been in existence since 1876. Up to five generations of families have all attended the school and consider it the focal point of their community. The school is renowned for its excellent history of parental involvement in its programs. This dedication has become a vital component in the ongoing education and welfare of students.

Staff and parents concentrate on harbouring a warm, friendly atmosphere in which every child is encouraged to achieve to the best of his/her ability and develop a life-long love of learning.

CURRICULUM
The school is dedicated to high academic standards and a comprehensive curriculum program as outlined in the Victorian Essential Learning Standards. Our program covers
the three Strands of ‘Physical, Personal and Social Learning’, ‘Discipline-based Learning’ and ‘Interdisciplinary Learning’. The aim of these programs is to challenge, motivate and ensure that all students feel a sense of success and achievement. We also provide practical support for those with learning difficulties and extra enrichment for talented students and those with diverse abilities.

Currently the school participates in the following extra-curricular programs:-

- **Camps and Excursions**
- **Swimming**
- **Interschool Sport**

- **Reading Recovery**
- **Perceptual Motor Program**
- **Junior School Council**

- **Life Education Van**
- **Active After School Program**
- **Music Tuition** (keyboarding, guitar and recorder depending on staff expertise)

- **School teams in football and netball.**
- **N.S.W. University Maths, Science and English Competitions.**

**RESOURCES**
The curriculum is supported by an extensive range of resources that reflects the emphasis being placed on individual learning needs of students. These facilities include a large school oval, delightful gardens and extensive play equipment, a Multi-Purpose Room, staff resource area, school library and computers in every classroom. The school has continued to upgrade its computer network with the creation of an Information Resource Centre based in the Library.

**COMMUNITY LINKS**
The school has strong links with the broader community via:-
• Sale Show - children’s exhibits.
• Annual Longford Primary School Auction and Fair.
• Parents’ Club.
• Kinder - Prep Transition Program.
• Year 6-7 Transition Program.
• Special Days - eg. Jeans for Genes Day.
• Local Service Projects. e.g. Gippsland Water Watch, Rotary and Lions Club.
• Aussie Sports and Coach Approach in Physical Education.
• Years 5-9 Middle Years Program.

Collaboration between the school and Sale College has grown over the last few years. This link via resource sharing, consultation and the transition program will continue to develop in the years ahead with the continued work of the School Cluster.

**COMMITMENT TO EXCELLENCE**
Students at Longford Primary School take pride in their school, wear their uniform, develop a sense of loyalty and commitment and work to the best of their ability, striving for excellence.

**PROJECTS**
Recent and current projects undertaken by the school are:-
• Early Years Literacy Program.
• Early Years Numeracy Program.
• Consistent Literacy/Numeracy Assessment/Reporting Practices from Prep – Grade 6.
• Provision of new and extra storage area.
• Computer upgrades.
• Repairs to the Basketball Court and Cricket Pitch.
• Upgrade of classroom furniture.

Ongoing work through the establishment of a Professional Learning Team in addressing and meeting Goals and Targets as outlined in Strategic and Annual Implementation Plans.

**PLEASE NOTE**
Copies of our Annual Report, School Review and School Strategic Plan are available from the office upon request.