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Principal’s Welcome

It is my very great honour to welcome you to our school community. For those of you who are sending your first child to ‘big school’ I appreciate your feelings of nervousness and excitement. For the ‘old hands’ amongst you we are pleased to continue our association with your family. I believe schools are wonderful places, full of joy and experiences that help to prepare and support your child for the future challenges they face in their journey through life.

Liddiard Road Primary School is a great school that prides itself on the education that we deliver to the students who attend this school. We have excellent teaching and learning programs where the staff works so very hard to ensure students have a great start on their educational journey.

Our school has an excellent reputation, both across Victoria and other places, for its work in education, particularly in Literacy and Numeracy. We have well-established programs that support ongoing student development and success. We work hard to develop student talent and work as a true team to promote excellence. We set high standards for student achievement and support students of all abilities to achieve and exceed their personal best.

It is an exciting time at Liddiard Road Primary School. We have finalised our building program that will deliver 21st century teaching and learning spaces for children and teachers to work in a wide variety of ways. We have undertaken a large investment in learning technologies, in particular laptop and netbook technology and interactive whiteboards for each classroom. The power of these learning technologies will support the great work being undertaken by our school.

This booklet contains information that will assist you with transition of your child into the school.

Once again on behalf of the staff, students, families and school community of Liddiard Road Primary School I welcome you to our school. If you have any questions please contact us and we would be more than happy to assist.

Bill Mullan
Principal

School Address: P.O. Box 264, Traralgon 3844
Phone Number: 5174 1795
Fax Number: 5174 3094
School Profile

Liddiard Road Primary School is located in Traralgon and was established in 1961. The school caters for children from Prep to Year 6, with a 2011 enrolment of approximately 340 children. It is located in close proximity to local pre-schools, post-primary schools, Gippsland Training and Further Education (T.A.F.E.) Colleges and Monash University (Churchill Campus).

Liddiard Road Primary School is committed to educational excellence and preparing its students for life. A safe, secure and supportive environment is of utmost importance and the school is proud of its comprehensive positive student management program. Children are encouraged to take responsibility for their own learning and behaviour, and are provided with challenging life experiences.

The facilities at Liddiard Road Primary School include the Robin Kane Hall (a large gymnasium and music room) and a fully computerised library. Technology is an important part of the school curriculum and each classroom contains computers which are networked to enable children’s access to a wider range of programs and a digital learning environment offered by access to the internet and ultranet. Digital cameras, digital video cameras and Interactive whiteboards in every classroom are also used to promote learning in the school. We also provide class sets of laptops and netbooks so that all of the children can have access to the outside world and the ability to access truly mobile technology.

Liddiard Road Primary School is set in attractive gardens, and the extensive grounds include adventure playgrounds, a large sports oval, rebound wall, basketball and netball courts and a barbecue area. The school provides outstanding educational facilities consisting of 18 classrooms, an art room, music room, a large gymnasium, kitchenette, and library, conference room, meeting rooms and staff facilities. Construction has of our new BER building has recently been completed offering new spaces to conduct a variety of lessons.

The school’s dedicated, caring and professional staff use a wide range of strategies and teaching styles in an endeavour to provide the opportunity for all children to achieve their potential, with recognition of each child’s individuality and special needs. The school caters for the academic, physical, emotional and social needs of the children in its care.

Parents are strongly encouraged to become active partners in their child’s education. Great value is placed on the home-school partnership as a means of ensuring that education is a shared responsibility. Active parental involvement is achieved through participation in the School Council and its sub-committees, curriculum and classroom programs, information and professional development activities, community forums and special events.

Liddiard Road Primary School is committed to social justice, equal opportunity principles and maximising the learning outcomes of all students. The school aims to provide a service to the community by using the best examples of modern technology and practices and maintaining a commitment to high standards of learning.

The school motto, “Children our Future” is always first and foremost in the minds and hearts of all who work at this school and is supported by our school vision and six key values (Excellence, Respect, Tolerance, Optimism, Resilience and Responsibility). These are more than just words, but actions we believe strongly in and live by. The key values are outline on the following page.
**School Vision**

At Liddiard Road Primary School we aspire to develop and provide a happy, caring, challenging and flexible teaching and learning community in which all members are equally valued. We also promote ongoing excellence in academic, physical, social, emotional and community life.

<table>
<thead>
<tr>
<th>Value: <strong>Excellence</strong></th>
<th>Value: <strong>Respect</strong></th>
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</thead>
<tbody>
<tr>
<td><em>Means we:</em></td>
<td><em>Means we:</em></td>
</tr>
<tr>
<td>• Have high standards of work</td>
<td>• Treat others as we want to be treated</td>
</tr>
<tr>
<td>• Strive for success</td>
<td>• Use good manners and speak politely</td>
</tr>
<tr>
<td>• Take pride in our work</td>
<td>• Trust others</td>
</tr>
<tr>
<td>• Are persistent</td>
<td>• Are fair</td>
</tr>
<tr>
<td>• Have high quality teaching and resources</td>
<td>• Accept decisions</td>
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</table>

<table>
<thead>
<tr>
<th>Value: <strong>Tolerance</strong></th>
<th>Value: <strong>Optimism</strong></th>
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</thead>
<tbody>
<tr>
<td><em>Means we:</em></td>
<td><em>Means we:</em></td>
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<tr>
<td>• Show consideration of other’s feelings</td>
<td>• Have a positive outlook</td>
</tr>
<tr>
<td>• Are flexible and adaptable</td>
<td>• Are prepared to have a go</td>
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<tr>
<td>• Show respect for common values</td>
<td>• Show enthusiasm</td>
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<tr>
<td>• Accept differences</td>
<td>• Look forward</td>
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<tr>
<td>• Are open minded</td>
<td>• Have a sense of humour</td>
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<table>
<thead>
<tr>
<th>Value: <strong>Resilience</strong></th>
<th>Value: <strong>Responsibility</strong></th>
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<tbody>
<tr>
<td><em>Means we:</em></td>
<td><em>Means we:</em></td>
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<tr>
<td>• Are able to forgive and accept</td>
<td>• Make good choices</td>
</tr>
<tr>
<td>• Use positive self talk</td>
<td>• Respect and care for the environment</td>
</tr>
<tr>
<td>• Are adaptable to change</td>
<td>• Take ownership of our actions</td>
</tr>
<tr>
<td>• Find solutions</td>
<td>• Are reliable and honest</td>
</tr>
<tr>
<td>• Focus on the positives</td>
<td>• Develop maximum independence</td>
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School Facilities

Liddiard Road Primary School is a modern school with a dedicated staff of teachers providing a well balanced and varied educational program aimed at meeting the needs of all children. You may feel well assured that, while your child is attending the school, he/she will be given every opportunity and encouragement to progress to the best of his/her ability. Extensive landscaping and ground beautification has been carried out, providing a neat and attractive appearance. Apart from the solid, basic work of reading, writing and mathematics, which are the keynote of our school, the following facilities are available and used to complement and enrich existing programs.

Indoor Facilities:

- Art Room
- Library
- Deaf Facility
- Music / Physical Education Facility
- Reading Recovery Room
- Learning Assistance Room
- Conference Room
- Consulting Rooms
- Computer Lab
- Technology Facility

Learning Technology:

The school has an extensive computer network that is integrated into each classroom. Students regularly access computers in each classroom, as an integrated part of their learning in many curriculum areas. The school is also connected to the Internet and boasts a computer literate staff that is committed to on-going professional development in this area. The development of proficiency in the use and application of Learning Technologies throughout the school is one of our major priorities.

Other technologies which staff and students make use of to enhance the learning experience include:

- Interactive whiteboards
- Laptops and Netbooks (These are on trolleys and every child has access every day)
- Cameras, video and recording equipment and
- A wide range of educational software to build and develop skills.

We are always striving to provide the children with the most up-to-date technologies and the platforms for their use.

Deaf Facility:

The facility at Liddiard Road Primary School supports deaf and hearing-impaired students from Prep to Year 6. We work closely with the adjacent secondary college to support the on-going development of these students.
The facility aims to give deaf and hearing-impaired children the best possible access to mainstream education. A specially qualified teacher of the deaf and signing aides, provide children with daily support while they participate in the school’s regular programs.

The facility is staffed on a ratio of 1:4. For every four deaf or hearing-impaired children enrolled at the school, a specialist teacher of the deaf is employed to provide extra support on a daily basis.

The level of support matches the needs of each child and includes:

- Support within the class, including interpreting for signing students
- Small group support
- Individual language, speech and auditory.

Auslan is provided to deaf, hearing impaired and hearing students. Auslan is embraced by the school community and is the school’s LOTE subject. As many teachers and students in the school have participated in Auslan classes, communication occurs freely. The facility is well supported by Australian Hearing Services and the Department of Education and Early Childhood Development’s speech pathologists.

The Arts (Music, Drama, Art/Craft, Dance):

The Arts provide children with opportunities to develop their creative talents in a purpose set up Art Space. As result of our current re-building program the Art Space will move into the main building during 2011. Currently:

- An Art/Craft Specialist Program utilises our craft room facility. The school provides a music program through classroom rotations, and features extensive resources. Each year the school presents a variety of music items at the local eisteddfod, festivals and assemblies. Children are provided with many musical opportunities, including the school choir and annual concert.

- Private instrumental music lessons can be arranged through the school. These lessons are held at the school during school time. In addition the school has a part-time music teacher to encourage senior students to access instrumental lessons.

- Cultural visits to the school are an extremely valuable way of exposing children to quality cultural experiences. These performances usually compliment work completed in Art related subjects. The cost of these visits is kept to a minimum to encourage all children to attend.
School Programs

Physical Education Program:

Our Physical Education Program encompasses the areas of body co-ordination, endurance, ball skills, athletics, as well as major and minor ball games. These facets are designed to build up body strength, mobility, flexibility and fundamental skills. It is therefore essential that children be suitably dressed to enable maximum participation and benefit. The school provides opportunities for sporting excellence with representative teams competing in many sporting areas.

School Outdoors Education Program:

The school has developed an excellent program for children in years 3 to 6. We endeavour to provide opportunities and the experiences for children to develop a variety of personal, social and physical skills in an environment differing from the home and school surrounds. Our program fosters the development of the child’s appreciation of out-door experiences, awareness of the natural environment, experience in the range of skills required to cope with this environment, and establishes a foundation for future recreation attitudes and activities.

Swimming & Water Safety Program:

Children have the opportunity to take part in our swimming program. Students are introduced to a water familiarisation and confidence program at appropriate local indoor venues. Qualified Austswim trained teachers ensure a well-balanced swimming and water safety program. Adequate numbers of parent volunteers for each class are needed to assist in the changing rooms (especially in the lower grades). Program operates in a two-week intensive block.

School Library:

The school library is a modern automated resource centre with many books and magazines available. The library computers are networked and are used by staff and students as a research tool. Borrowing of books for home reading is encouraged. Children in years Prep to 2 may borrow one book, while children in years 3 to 6 may borrow three books at any one time. The borrowing period is for two weeks. When borrowing library books the children are required to provide a library bag. This may be a plastic or a cloth bag. Each bag should have the child's name and grade clearly labeled. Parents of young children are encouraged to bring their children to the library on a daily basis to change their books. Borrowing time is from 8.35 a.m. to 8.45 a.m. and for a limited time after school most days.

Scholastic Book Club:

Book Club gives children the opportunity to purchase books of high interest at reduced prices. Notices are sent home approximately every month. The buying of these books is strictly optional. It is an easy way of building up a stock of books that parents may read to the child or that children may read themselves. Children and parents can also purchase books from our Book Fair, which takes place in the library.
Transition:

The school is proud of both its Preschool to Prep and Senior School to Secondary Transition Programs.

Regular visits between preschools are held and strong relationships have been formed with our neighborhood preschools. School experience sessions are offered to all local preschools and day care centers. Following this an extensive transition program is run prior to grade placements, allowing staff to build a strong rapport with students and gather personal learning styles. This information, together with the Transition Statement is used in forming grades. Students become familiar with their learning environment and excited about school.

A Grade 6 to Year 7 transition program has been established with the Traralgon Secondary College and many activities are scheduled to assist in the transition process.

Additional visits are planned for integration and other students identified as ‘at risk’ in learning, to build confidence and to familiarise students with their new surroundings.

School Banking:

The Commonwealth Bank of Victoria operates a service for children’s accounts. School bank day is Tuesday and your child’s teacher will collect bankbooks with deposits when they enter the classroom. These books are returned to the children on Wednesday or Thursday.

2012 Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Friday 3 February to Friday 30 March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 16 April to Friday 29 June</td>
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<tr>
<td>Term 3</td>
<td>Monday 16 July to Friday 21 September</td>
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<tr>
<td>Term 4</td>
<td>Monday 8 October to Friday 21 December</td>
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School Hours

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Session 1</td>
<td>8:45am to 9:45am</td>
</tr>
<tr>
<td>Session 2</td>
<td>9:45am to 10:45am</td>
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<tr>
<td></td>
<td>Recess 10:45am – 11:15am</td>
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<tr>
<td>Session 3</td>
<td>11:15am to 12:15am</td>
</tr>
<tr>
<td>Session 4</td>
<td>12:15am to 1:15am</td>
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<tr>
<td></td>
<td>Lunch Play 1:30 – 2:00pm</td>
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<tr>
<td>Session 5</td>
<td>2:00pm – 3:00pm</td>
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Students are permitted into the classroom at 8:35am when the bag bell rings allowing students to organise themselves for learning prior to the start of the day. Yard duty supervision begins at 8:30am.
**Student Enrolments**

**Family Details**

Personal details listed on the family enrolment form have proved extremely important in ensuring that your child is quickly taken care of in the case of illness or an accident.

In situations requiring further care or treatment, the parent and other parent nominated emergency contact person will be contacted immediately.

If the illness or injury is serious and the parents or a contact person cannot be located, the child will be conveyed to either a local clinic or casualty section of the Latrobe Regional Hospital.

In an emergency the ambulance is called. Parents are encouraged to be ambulance subscribers as if in the opinion of the principal (or delegate) an ambulance will be called. Cost of transport will be parents’ responsibility.

It is most important that *family details be kept up to date*. In the event of a change of address, work or home telephone number/s could you please notify the school so that alterations are recorded. Please contact the secretary at the General Office to update records as necessary.

**Permission Forms**

Written consent is required before your child / children can go on excursions/camps.

Under no circumstances will children be allowed to go on excursions without having the appropriate permission from signed by a parent/guardian.

*Only children who display consistently acceptable behaviour will be allowed to participate in special school events and excursions.*

**Parent Involvement**

**School Council**

The School Council meets at 7.30 p.m. on the third Monday of each month, twice per term and consists of the following members;

- Principal
- Staff Members
- Parent Representatives
- Community Members.

The term of office for elected members is two years.

The School Council is empowered by the Department of Education & Early Childhood Development to determine the general policy of the school, within Ministerial guidelines and to facilitate the day-to-day running of the school. Sub-committees (with representatives from staff, Parent Club and School Council) operate to deal with various areas of responsibility.

**School Council Sub Committees**

**POLICY COMMITTEE**
Formulates workable and meaningful policy in regard to all areas of school activity.

**FINANCE COMMITTEE**
Oversees the management of all school accounts, prepares the annual budget, and ensures its implementation during the year.
BUILDINGS & GROUNDS COMMITTEE
Ensures that school property is kept in good condition and recommends maintenance and improvements.

PARENT CLUB
Plans the fund-raising calendar and ensures sound co-ordination of fund-raising events.

Student Booklist, Equipment & Program Expenses
Each year the School Council determines the student booklist costing which will be $117.50 per child in 2012. The student booklist covers the provision of the following materials and programs:

- Book list materials (student supplies, photocopying sheets and all subject materials).
- Life Education Van visit and materials.
- Internet charge.

Parent Queries Regarding Information or Assistance
Parents are welcome to approach the school in relation to any matter of concern. Please come to the office and arrange to see the Principal or Assistant Principal. Parent members of School Council are only too willing to bring any concerns or questions to the attention of a full meeting of Council. Your representatives serve on the Council for a two-year period. The school community is notified via the weekly newsletter in March each year, regarding changes in membership. Please make use of your representatives and help keep everyone well informed. We want to know about your views, concerns and ideas.

Parent Club
All parents are invited to join Parent Club, where they are made most welcome. Meetings are held each month at the school in the Staff Room.

The Parent Club works towards school improvement and reports to School Council. Parent Club is involved in a great number of activities, fosters a close relationship between the school, parents and the wider community.

Working Bees
These are organised by the Building & Grounds Committee of the School Council and are advertised in the school newsletter. As well as being a very important way of completing special projects, working bees can also be a great social occasion. Any informal help is always very much appreciated as well.

Parent Education & Involvement
We welcome and are most appreciative of the tremendous contributions made by parents to our school programs. Such involvement assists us in the achievement of many of our academic and social objectives.

Parents support the staff and their children’s education, by participating in excursions, sporting and cultural activities, assisting in classroom and intervention programs and processing resources.
School Uniform

School Uniform is compulsory.

We have recently updated our school uniform, which now also includes rain proof line flying style jackets. The school sells the uniform at the best price we can so that we make no profit and simply cover costs. A display of the new uniform is set up just next to the main office in the new building.

Our school uniform consists of:

**GIRLS:**
- Maroon and white checked school dress for summer
- Grey tunic for winter (optional)
- Maroon t-shirt, polo shirt or skivvy
- Maroon track-pants
- Maroon broad-brimmed hat
- Maroon shorts
- Maroon windcheater
- Maroon bomber jackets
- Maroon broad-brimmed hat

**BOYS:**
- Maroon track-pants
- Maroon shorts
- Grey trousers or shorts
- Maroon windcheater
- Maroon t-shirt, polo shirt or skivvy
- Maroon bomber jacket
- Maroon broad-brimmed hat

Quality school bags in school colours also available.

Maroon shorts / track-pants / windcheater, maroon t-shirts / polo shirts / skivvies, bomber jackets, and school coloured hats, can be purchased at school. Parent Club members are available for direct sales three mornings a week before school, or you may leave orders at the office.

Appropriate footwear is most important for children to participate actively both in the playground and in our Physical Education Program. School shoes or sneakers are recommended. If rubber gumboots are worn during winter, please ensure a change of footwear (slippers) is provided for classroom use. Thongs are not allowed for safety reasons.

Our school implements a Sunsmart Policy that requires that hats be worn outside at all times during first and fourth terms. Children not wearing hats will be restricted to a designated shaded location during recesses. Broad brimmed hats provide the best all around protection.

Replacement Clothing

At times children require a change of clothing at school. As we often find it difficult to maintain adequate supply of replacement clothing, any donations of clean used garments would be greatly appreciated. Sizes to fit years Prep – 3, as well as tracksuit pants for older children are most in demand. If your child uses emergency clothing, please wash and return it to school as soon as possible.

Naming Belongings

We ask that your child’s name be clearly marked on all articles that are brought to school, especially coats, windcheaters and jumpers. All clothing that has been unclaimed will be placed in a central position for children and parents to sort through. The lost property area is located outside the Reading Recovery Room. Unclaimed items unable to be used by the school will be donated to charitable organisations at the end of each term.