Welcome to Lang Lang Primary School. Lang Lang Primary School is a proud community school that serves the district of Lang Lang and outlying areas. Our objective is to empower each student by providing an engaging and enriching environment; and our core purpose is to encourage our students to take responsibility for their own actions and become independent lifelong learners.

Our core values are used to support our students in becoming positive citizens within their community.

**Respect**
- treat people how you want to be treated
- respect other people’s property and what they say

**Empathy**
- be kind and listen to others
- understand how others are feeling

**Responsibility**
- be reliable and honest
- take responsibility for your own actions and choices

**Team work**
- working together with others
- contributing equally

**Communication**
- speaking and listening to others
- being careful about what you say

**Honesty**
- owning up to something if you have done something wrong
- telling the truth

We offer a varied and expert curriculum covering all areas, and extension and support to those children who require it. Our staff care about children and their social, emotional and academic growth underpins everything we do.

We work in partnership with parents to provide the best education and facilities for your child. Open and honest communication is critical and we invite you to visit as often as possible to take an active role in the education of your child. Each child is unique and special and we look forward to embarking on the educational journey of your child with you.

John Legione - Principal

### GENERAL INFORMATION

- **Starting Time:** 9.00am
- **Morning Recess:** 11.00am - 11.30am
- **Lunchtime Recess:** 1.30pm - 2.30pm
- **Dismissal:** 3.30pm
During the month of February, all Prep children are allowed to stay away from school on Wednesdays. This enables the children to have a mid-week break to help establish the routine of school days during their first few tiring weeks. The teacher will schedule an online assessment in that time.

TERM DATES - 2015 (for students)

| Term 1 | 29th January | - | 27th March |
| Term 2 | 13th April | - | 26th June |
| Term 3 | 13th July | - | 18th September |
| Term 4 | 5th October | - | 18th December |

CONTACT WITH THE SCHOOL

ADDRESS: 52 Westernport Road
Lang Lang 3984

TELEPHONE: 5997 5322

FAX: 5997 5537

E-MAIL: lang.lang.ps@edumail.vic.gov.au

WEBPAGE: http://www.langlangps.vic.edu.au

CONFIDENTIAL STUDENT INFORMATION FORM

When a child is enrolled, an enrolment information sheet is filled out with many details concerning the child and his/her family. The details are only as accurate as the parents provide. It would be appreciated if parents could notify the school of changes in file details.

ADDRESSES, PHONE, EMERGENCY CONTACT, PHYSICAL DISABILITIES, ALLERGIES, MARITAL STATUS, COURT ORDERS, ETC.

CORRECT DETAILS ARE IMPORTANT IN THE EVENT OF ACCIDENT, ILLNESS OR EMERGENCY.

ATTENDANCE

ARRIVALS & DISMISSALS
The time before school starts is essential in the social development of your child. It provides a time to tell stories and events that have occurred since their last meeting. This means that when children go into class they are ready for work and not socialising. Therefore children should arrive at least 10 minutes before school commences.

LATE ARRIVALS
Late arrivals disrupt classes and school routine. All children are expected to be on time every day. Students arriving late are to be brought to the office to be ‘signed in’ and then taken to their classroom.

EARLY DISMISSAL
All children are expected to be at school for the full day. If it is absolutely necessary for your child to leave the school during school hours, they must be signed out using the Sign Out Book located in the school office PRIOR to collecting the child. An “early leavers pass” will be then issued which will have to be given to the class teacher.
**LUNCHES**
At Lang Lang PS we are aware of the importance of a good healthy lunch. We are also aware of the need to reduce the amount of rubbish that is generated through lunch wrappers. We encourage all children to bring along their snacks and lunch in containers and not wrapped in plastic or in other wrappers. This will reduce the impact on or environment. We encourage all children to eat healthy. Drinks in cans are not permitted at school because of the possibility of wasps and bees entering the can unseen. Should it be necessary for a child to go home for lunch, a note is required and should be given to the class teacher. We encourage you to send fruit with your child every day as each class will have fruit eating times throughout the day. Please see your child’s teacher about this.

**ASSEMBLIES**
Assemblies are held each Monday at 3:00 pm in the Multi-purpose Room and parents are most welcome to attend. Our student leaders conduct these assemblies and we see this as an important part of the school culture, welfare and development of our students. This is also an opportunity for the school to recognise the achievements of our students.

**LUNCH ORDERS**
A lunch order service is available through the local milk bar. A price list will be forwarded home during the first week of school or upon request. Any queries with lunch orders or payments should be directed to the milk bar. Food supplied through the milk bar will meet the guidelines set by the School Council and the Department of Education and Early Childhood Development. We encourage all parents to provide their child with healthy food including snacks and lunch.

**FREE FRUIT FRIDAY**
To strengthen our commitment towards developing healthier eating habits the school provides fresh fruit to all children on a weekly basis. We would like to acknowledge the support provided by the local supermarket in allowing this to occur. The development of healthy eating habits is important in the overall development of your child. If you would like to volunteer in the preparation of the fruit platters please let the office know.

**PERSONAL GOODS AT SCHOOL**
Children are discouraged from bringing private property to school as this is not insured. The Department of Education and Early Childhood Development (DEECD) and the school are not responsible for any damage or loss. Children are not allowed to bring any electronic games to school.

**SCHOOL UNIFORM**
Our school uniform colours are maroon and gold for all children in preps to grade 5. Students in grade 6 have the option of wearing a slightly different combination and a black windcheater. The wearing of our school uniform is compulsory. A wide brimmed hat must be worn at all times when outside in Terms 1 and 4. The office has a range of new and pre-loved clothing for sale at a nominal cost. A copy of the school Uniform Policy is available on our website or from the office.
**JEWELLERY**
The wearing of jewellery such as earrings, necklaces etc is not permitted however is allowed if it is for religious or cultural reasons. Also small discreet studs or sleepers are allowed for pierced ears. Watches may be worn at owner’s risk.

**FOOTWEAR**
Sensible closed footwear must be worn at all times. Canvas shoes are not suitable for the activities that we conduct at school as they do not provide the young foot with the support required. Thongs and open toed sandals are not permitted. More information is available in our Uniform Policy.

**PARKING**
Parking spaces are very limited around the school; therefore we encourage families if possible to walk to school. In conjunction with the Cardinia Shire we have established a Stop and Drop Zone near the Medical Centre in Whitstable Street. This means that you are able to drop your child off at this location knowing that there will be other students all walking the same route to school.
We have also established a Kiss ’n Go area at our Westernport Road entrance. This area will enable parents to drop or pick up their children, give them a quick kiss and then go. These two strategies will hopefully eliminate traffic congestion and improved the safety of our students at peak traffic times. We ask that parents do not use the staff car park located in James Street.

**NEWSLETTER**
The school newsletter is printed fortnightly and is distributed to families via their eldest child on the relevant Thursday. The newsletter is also available online at [www.langlangps.vic.edu.au](http://www.langlangps.vic.edu.au) or you can have it sent directly to your inbox by following these prompts:

1. Go to langlangps.vic.edu.au
2. Click on news on the left hand side of the home page
3. Click on subscribe mailing list
4. Enter your email address and then click add

**EXCURSIONS & INCURSIONS**
To enhance the school programs teachers arrange for the children to be taken out of the school on excursions. Written approval will need to be given for all excursions involving buses or private cars. Students must wear full school uniform when on all school excursions. This demonstrates pride in our school and also assists us in identifying our students when in a large venue. At times parents may be invited to participate in excursions and to help with supervision when needed; however parent inclusion cannot be guaranteed.
From time to time we will invite guest speakers and performers into school to again enhance our programs. There may be costs associated with both excursions and incursions and prompt return of money and/forms is appreciated. We are aware of the financial burdens placed on families and we will endeavour to keep costs to a minimum.
**PUPIL ABSENCES**
If your child is absent from school for any reason, you **must** provide a written explanation for the absence when the child returns to school. If a child is unwell, it is far better to remain at home until well enough to attend school. It is also advisable to phone the school to inform the teacher that your child will not be at school. Absences to celebrate birthdays or as “rewards” are not approved and may lead to the formation of bad attendance habits.

**VISITORS & PARENT HELPERS**
There are many ways in which parents can help their child and we encourage parent participation in many ways (e.g. reading, language groups, PMP, Clubs etc.). Don’t be afraid to ask if you are able to help or to find out ways in which you can help. Parent helpers who help with children other than their own must have a Working with Children Card. Application forms will be included in your enrolment pack or they are available from the school office. Visitors and parent helpers are also required to sign in the *Visitors Book* located in the office when they are in the school.

**REPORTING TO PARENTS**
School reports are issued twice a year, in June and December. Interviews are also conducted in conjunction with the June reports. Information evenings are held early in term one and this is a great opportunity to find out how things operate in your child’s class.
If you have any concerns about your child’s progress at any other time you are encouraged to discuss your concerns with their teacher. This is best arranged by a telephone call and arranging an appointment that is mutually convenient to you and the teacher.

**DUTY TEACHERS AND LUNCH SUPERVISION**
The school grounds are supervised 15 minutes before school, morning recess, lunchtime and for 15 minutes at the end of the school day. Teachers wear high visibility vests to assist children locate them in the event of any concerns. Any minor incidents that occur in the yard are normally dealt with by the yard duty teacher, however on those rare occasions that something of a more serious nature occurs then children will be asked to go to the office for a short period of time. Parents will be notified of any serious breaches of school guidelines.
We have a wonderful and spacious schoolyard and encourage children to be active and fit. We do not have designated playing areas for children apart from the beginning of the year when preps play only out the front.
Lunch is eaten prior to going out to play and is supervised by the classroom teacher. Please ensure that your child’s lunchbox, drink bottle etc are labelled with their name. We also encourage the provision of a healthy lunch box for children with a variety of healthy foods.
**PARENT GROUPS**
Two parent groups assist in, or oversee the running of our School and the Welfare of Staff and Pupils.

*LANG LANG PRIMARY SCHOOL COUNCIL*
This group is the official governing body of our school.
Membership consists of:
- Elected Parents
- Elected Staff Members
- Principal
- Co-Opted Members including elected Parents’ Club Representatives

Our Council meets monthly, on the 3rd Tuesday, to decide financial allocation, maintenance and minor works, priorities, approve programs and expenditure, discuss general school operations and to oversee the welfare of the School Community. Parents and staff members are elected for two-year terms, with half retiring every year.

*LANG LANG PRIMARY SCHOOL PARENTS’ CLUB*
Parents’ Club consists of parents or carers of pupils or friends of the school and meets monthly during school time. Through their money raising efforts, we are able to provide a number of advantages for the children that in many schools are not present.

**SCHOOL BANK**
Student Banking operates every Tuesday with the Lang Lang Community Bank. Bank books and money are brought to school each Tuesday. They are processed by the Bendigo Bank and are usually available for collection the following day. Good savings habits begin early.

**MOBILE LIBRARY**
The Casey - Cardinia Mobile Library makes its great resources available to children from the school by parking at the school between 12.15am and 2.15pm every Friday. Children will be issued with an application to join early in term one. Children are encouraged to use it as well as the school library. Books borrowed from the Mobile library are the responsibility of parents.

**AFTER SCHOOL CARE**
Children who need after school care by the local child care centre are collected by them from the office foyer at the end of the day. These arrangements are made by the family directly with the centre.

**LOST PROPERTY**
We encourage parents to ensure that their child’s clothing is named. Clothing that is found and has a name will be returned to its owner, however other clothing will be housed in the lost property stand. After a time it will be cleaned and handed over to the local Opportunity Shop.

**SMARTPHONE APP**
We have a FREE School App for use with all smartphones. You are able to access this from the App store.
**SCHOOL BUSES**
Lang Lang Primary School is serviced by three school buses and your child may be travelling on one of these. We will ensure that your child gets on the correct bus each night. If, for some reason, you wish to change this procedure then please let us know in **WRITING** or by **PHONE** or by informing the office staff in person.

At 3.30pm each day, children travelling on buses assemble in their groups at the bus area. Teachers supervise and help them to get on the correct bus.

Behaviour on the buses is expected to be of the **highest standard**. Children who do not behave **will** have their bus travel cancelled.

**Travel on a school bus is a privilege not a right.**

**INFECTIOUS DISEASES - EXCLUSION FROM SCHOOLS**
The Principal is required to exclude children according to the following table, under **Health (Infectious Diseases) Regulations 1990**. Note that the Regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

“Contact” means child of school age or preschool age, living in the same house as the patient, “patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.

A list of Infectious Diseases and the possible exclusions is available from the office.

**Classroom Guidelines and Incentive**
Each class will decide on a set of guidelines and incentives that will be used to ensure that teaching and learning is the main focus throughout each day. These guidelines and incentives are determined by the children, discussed and displayed in the classroom. These are then sent home for you to discuss together.

**Conflict Management**
Conflict will always occur, however at Lang Lang we pride ourselves on how we deal with this conflict. At Lang Lang we don’t talk about rules, instead we call them guidelines, we don’t talk about punishment, but instead we talk about consequences. It is our belief that children should be responsible for their behaviour, they make the decisions and therefore they must accept the consequence of that behaviour. We endeavour to focus on the positives as opposed to the negatives, e.g. “What can you do next time? instead of “That was naughty.”

Children are encouraged to respect everyone, including people that they may not “like”. Respect is central to all relationships. Children are counselled about their behaviours and parents are kept informed of any ongoing issues.
UNITY

I dreamed I stood
in a studio
And watched two sculptors there,
The clay they used
was a young child’s mind
And they fashioned
it with care,

One was a teacher;
the tools she used
were books and
music and art;
One was a parent
with a guiding hand
And a gentle loving heart.

And when at last
their work was done
They were proud of
what they had wrought
For the things they
had worked into the child
Could never be
sold or bought

And each agreed she
would have failed
if she had worked alone
For behind the parent
Stood the school,
and behind the teacher
stood the home

Ray A Lingefelter