



CARE

RESPECT

RESILIENCE

COLLABORATION

2021 INFORMATION BOOK

Dear Families,

At Lethbridge P.S. we are committed to providing an outstanding educational experience that caters for the wide range of needs and interests that exists within every student group.

We value your support and encourage your family to play a key role in the ongoing development of your child during the primary school years. Working in partnership with families, we provide a caring environment within which students acquire the skills and attributes that equip them to be capable, caring and creative future citizens.

The positive transition of children from home and kindergarten to school is a high priority for us. Transitions for all children are potentially periods of uncertainty for individuals and families and therefore provide an opportunity for school and home to work together to ease any concerns for the new / beginning student. If you have any concerns about your child's transition please speak with me to ensure we can tailor their experience to meet their needs.

Parents are encouraged to participate in the learning and development of their children through becoming involved in the life of the school.

You can become involved in the school by:

- Attending school assemblies
- Participating in special days, events and celebrations
- Completing the Classroom Helpers Course and helping out in the classrooms
- Assisting with sporting activities and attending working bees
- Becoming involved in school council or school council initiatives
- Reading the school newsletter and noting dates and requests
- Attending parent-student-teacher conferences and individual student support group meetings
- Working collaboratively with teachers to support the learning of your child
- Participating in our regular mid-term breakfasts and school activities
- Assisting teachers with initiatives such as the annual Book Fair

We trust that your association with the school will be happy and rewarding. If you would like to talk about your child's transition into school, specific learning or social needs, please don't hesitate to make an appointment with me.

Regards,



Tina Barnett
Principal
Lethbridge Primary School

SCHOOL CONTACT DETAILS

Principal	Mrs Tina Barnett
Business Manager	Mrs Julie Rieck
School Address	2 Stephenson Street, Lethbridge, 3332
Telephone	03 5281 7214
Email	lethbridge.ps@education.vic.gov.au
Web	www.lethbridgeps.vic.edu.au

OUR VISION

As a community of learners, we respect and value the differences that make us unique. We are committed to genuine and sustained collaboration and learning that has the wellbeing and development of our children at the centre of all that we do.

OUR VALUES

Care

Caring for self, others and the environment

Respect

Respecting, valuing and embracing difference

Collaboration

Community collaboration and lifelong cooperative learning

Resilience

Perseverance and resilience

TERM DATES 2021

Term 1

Wednesday 27th January: Staff resume. Pupil Free Day
Parents pay for and collect requisites from school office.
Thursday 28th January: **First day of school for Prep to 6 students**
Monday 8th March: Labour Day Public Holiday
Thursday 1st April: Last day of Term 1 – Early dismissal at 2.30pm
* Prep do not attend Wednesdays for the first 7 weeks of Term 1.

Term 2

Monday 19th April: First day of Term 2
Monday 14th June: Queen's Birthday Public Holiday
Friday 25th June: Last day of Term 2 – Early dismissal at 2:30pm

Term 3

Monday 12th July: First day of Term 3
Years 3 and 5 camps
Friday 17th September: Last day of Term 3 – Early dismissal at 2:30pm

Term 4

Monday 4th October: First day of Term 4
Friday 15th October: Geelong Show Day Holiday*TBC
Years 4 and 6 camps
Friday 17th December: Last day of Term 4 - Early dismissal at 1pm

** The Department of Education provides all schools with 4 pupil free days per year to work on professional training, curriculum design, assessment and other school based needs. Lethbridge Primary School will be scheduling 3 further dates in 2021 to undertake this work.*

**Please note that some dates may change.*

TRANSITION PROGRAM FOR 2021 PREP STUDENTS

School Tours

Due to the Coronavirus Level 3 Restrictions we are not currently conducting in-person tours. We would like you to have the ability to meet with the principal and discuss your child's needs. For a virtual meeting, please contact the office. For an appointment. Please indicate if you would like a phone call, or a video chat and the Principal will accommodate.

After school tours for new families may be conducted later in the year – depending upon DET and advice from the Chief Health Officer. Further advice will be provided if we are able to provide this on the following dates. No appointment is necessary for these.

The Enrolment form is on our website. Completed forms are being accepted now.

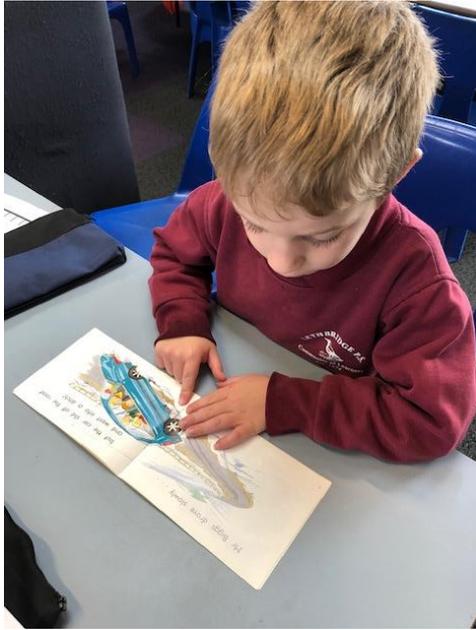


*Please return your completed Enrolment Form, with your child's birth certificate and Medicare immunisation statement by **Friday 24th July.***

2020 Dates for Prep Transition

**Please be aware the Prep Transition program may be impacted by DET advice in relation to COVID-19*

- Wednesday 11th November, 9:00am – 10:50am
- Friday 20th November, 9:00am – 10:50am
- Friday 27th November, 9:00am – 12:30pm
- Tuesday 8th December, 9:00am – 1:30pm



For Transition sessions, families are asked to provide a prepared, individual portion of fresh fruit or vegetables for your child on each of these days. A bottle of water and sun hat should also be sent along. Please provide lunch on the last transition day.

“Brain Food” is a regular part of the two hour teaching blocks all year, and is part of our whole school approach to our Happy, Healthy and Learning focus in term one each year. It is also very popular with children and families as it promotes healthy eating at regular intervals throughout the day.

At the beginning of the new school year, each class will participate in the “Launch into Lethbridge” Program, packed with activities that will develop shared understandings about school and classroom routines and expectations. The focus in the first 2-3 weeks of the year will be on a smooth transition to the new class and new school year, where students learn how to be successful in the classroom and yard.

PREP ATTENDANCE IN TERM 1

In the first seven weeks of primary school, our Prep students attend four full days, having Wednesday’s off as a day of rest. From week eight, Prep students begin attending school for the full five days per week.

The Prep teacher will make an appointment with you early in Term 1 to bring your child in on one of the Wednesdays so that we can conduct one on one literacy and numeracy assessments. This gives us an excellent understanding of what they know already, and what they need to know.



TEACHING AND LEARNING AT LETHBRIDGE PRIMARY SCHOOL

SCHOOL HOURS

The first bell rings at 9am and students should be lined up outside their classroom by this time. Please note, supervision of students in the playground commences at 8:45am and student should not arrive before this time unless they are participating in Before School Care with CommunityOSH.

Students are dismissed from their classrooms at 3:20pm. Supervision is provided for approximately 15 minutes, to assist with the collection of children at the end of the day.

THE TIMETABLE

9:00-11:00	Two hour learning block (brain food at 10am)
11:00-11:30	Morning tea inside followed by recess play
11:30-1:30	Two hour learning block (brain food at 12.30pm)
1:30-2:20	Supervised lunch inside and play/break outside
2:20-3:20	One hour learning block

Teachers walk students out to the front gates at the end of the day to meet parents. They are available at this time for you to have an informal catch up about your child.

CLASS STRUCTURES

Our 2020 classroom structure:

- 2 x Prep/1
- 1 x Year 2
- 1 x Year 3/4
- 1 x Year 4/5
- 1 x Year 5/6

At Lethbridge Primary School we aim to keep classes as small as possible. When we work out our groupings we aim for a balance of ability levels, gender and other factors. We teach to the individual child and use Individual Learning Goals for every student in Reading, Writing, Numeracy and Personal Learning to ensure that every child is working at their own point of need. Grade groupings vary from year to year depending on enrolments across the school and within the grade levels. We find the way we balance classes successful in ensuring all students have access to a high quality and diverse experience in their classroom program.



CURRICULUM MATTERS

A comprehensive program based on the Victorian Curriculum is provided by class teachers and through the specialist program.

We currently offer Visual Arts, Italian, STEM (Science, Technology, Engineering, Mathematics) and MARC Van, through specialist provision. Students participate in the Sports program in their units, Physical education in their classes and whole school daily fitness.



Vocabulary, Connectives, Openers and Punctuation

INFORMATION AND COMMUNICATIONS TECHNOLOGY

At Lethbridge P.S. we use technology to support classroom teaching and learning. This is enhanced by all year 4-6 students having access to a netbook (mini lap top computer). Children in years P-3 have a bank of laptops and iPads, and use these daily. (in years where there is a 3/4 composite, the year 3 students join the netbook program).

Students at Lethbridge Primary School only use technology as a tool, when it is the best method for completing a task or activity. We do not believe in students working on devices for full days, and ensure a variety of working styles are utilised each day.

eSMART EDUCATION

As an eSmart school, students learn eSmart practices about being safe when using technology. Students and parents are encouraged to report any incidents or concerns to their class teacher which are followed up by members of the Wellbeing Committee using the student wellbeing framework.



Through the newsletter, we also provide weekly resources, information and tips to support you in raising your children in a digitally driven world.

INQUIRY LEARNING

We value and promote creativity as an important skill for life. By being creative, we become better at solving problems, getting along with other people and finding out about our personal strengths, talents and interests.

Our Inquiry program is based upon student interests and fosters such skills as creativity, investigation, negotiation, curiosity, taking action and reflection.



HEALTH EDUCATION

Having healthy minds and healthy bodies is a priority for our students. We have a range of initiatives to support our students to be healthy including:

- Whole school fitness 11:25am Tuesday – Thursday
- Unit Sports Program weekly
- Class Physical Education lesson weekly
- Brain Food twice per day
- Water available throughout the day
- Mid Term Breakfasts (Shared Community Breakfast)
- Walk/Ride Safely to School Initiative promoted
- Cycle Safe trained teachers
- Life Education Van visits
- Teddy Bear Hospital visits
- Intensive swimming program Term 3 at Geelong Collage Swim Centre
- Sun Smart actively promoted

SCHOOL SPORTS PROGRAM

We have an extensive sporting program. The students mix with local schools regularly and enjoy getting to know other year level peers through camps, sporting events and other joint activities. We also participate in the Bannockburn and District Netball Competition, currently coaching and entering 2 teams per season, and have been very successful over many years.

Some of the annual events held by the school and / or with our local cluster of schools include:

- House Athletics Carnivals
- District Athletics Sports
- MVA organised and District-run cross-country, football, netball, and soccer event days
- Ball games events
- Kanga 8's cricket
- P-2 Sports Day
- Intensive swimming program (optional)

NUDE FOOD

For sustainability and encouraging nutritional choices, we actively promote rubbish free lunches and have little or no landfill waste from lunches and snacks. Children are encouraged to take any packaging home in their lunch boxes. This helps us maintain a clean, tidy and attractive outdoor area for the enjoyment of our community. It also supports parents in sending whole foods for their child to consume throughout their learning day, and reducing waste overall.

Our students study the environment on a local and global level, and each fortnight participate in a hands-on program of planting and caring for our environment. We grow vegetables and native trees for use by the school and wider community.

EXCURSIONS

Excursions extend and complement the students' learning experiences. A consent form is signed at the start of the year allowing children to participate in local excursions. Individual permission forms will be sent out prior to any excursion that requires transportation or a payment.

INCURSIONS

Visiting artists, performers, and sports organisations are a feature of the events calendar at Lethbridge P.S. and provide a wonderful opportunity for the student community to experience the thrills of live performances and a to try out a wide range of sports in the convenience of their school setting.



SWIMMING

An optional intensive swimming program is offered at the Geelong College Swim Centre. The program is usually offered during the last week of term three. All lessons are taken by the Centre's qualified staff and are supervised by our teachers.

CAMPS

The school participates in a combined program with Meredith, Anakie and Shelford Primary Schools. This promotes social interaction for students with children from other schools and allows us to access amazing experiences, using the economy of scale.

The 2020 program consists of the following:

Year 6	15 Mile Creek – Leadership
Year 5	Cave Hill Creek - Bush
Year 4	Camp Wilkin - Beach
Year 3	Camp Angahook – Bush

MOORABOOL VALLEY ASSOCIATION (MVA)

The school is an active member of the Moorabool Valley Association, which includes seven surrounding schools. The group organises combined Sports Days, activities and Camps for students and through this Association we are able to provide a wide range of events and experiences. The MVA supports the transition of students into secondary school as they have developed relationships with a wide range of students from surrounding schools through participating in shared camps and sporting activities.



ASSESSMENT AND REPORTING

Written reports are developed in accordance with the Department of Education reporting requirements at mid and end of year.

Three-way conferences between the student, teacher and parents are a feature of our reporting calendar and are very well received by the community. Three way conferences will take place during the third term of the year. During this conference your child will share their learning with you, explaining what they have achieved. They will show you the individual progress they have made against goals in reading, writing, mathematics and personal learning. They will also discuss with you how they are going to ensure they achieve their on-going learning goals.

Children work with their teachers throughout the year to develop individual goals and are supported by their teachers to reflect on their progress towards the achievement of these goals.

Our one to one netbook program in the middle and upper school, and bank of devices and laptops have enhanced the use of multi-media in classrooms and Learning Portfolios provide a vehicle through which children capture their learning at regular intervals throughout the year, using individual goals to measure and demonstrate their progress.

Parents are welcome to contact the school **at any time** to discuss their child's progress or any concerns. *Although it is not essential to make an appointment to see the Principal, an appointment with any staff member, including the Principal, will ensure that we are prepared and available to spend sufficient time with you to address your needs.*

STUDENT ENGAGEMENT AND WELLBEING

Students learn best when they are happy, healthy and supported within safe and productive relationships. We are proud of the warm and welcoming atmosphere that is part of our daily experience of school.

At Lethbridge Primary School all children interact across all year levels and all staff know *all students*. This is a feature of our rural school community and one that we value, encourage and foster.

The four stages of support for student Wellbeing are -

- Prevention
- Early Intervention
- Intervention
- Restoring Wellbeing

The school has a comprehensive approach to Student Engagement and Wellbeing that-

- Recognises that everyone in a school community has rights, needs and responsibilities
- Reinforces the message that “All feelings are OK but some behaviour may not be OK”
- Expects all members of the school community to make (age appropriate) helpful choices about their behaviour and actions



This whole school approach to Student Engagement and Wellbeing is supported by -

- Using Restorative Practices
- Being an accredited eSmart school
- The Implementation of the School Wide Positive Behaviour Support Program
- The teaching of the Respectful Relationships Curriculum

As students progress through the school they develop a strong sense of Community and Citizenship and develop important leadership qualities. All year 6 students are Leaders of the school, who learn to conduct the whole school assembly, and to organise and manage school wide fundraisers for charitable organisations that they are passionate about.

The GRIP Student Leadership conference in is a highlight for our student leadership team.

HOMEWORK

Some parents worry about the role of 'homework' during the primary school years and especially about how they can support their children with homework.

Many of the routines and activities that families participate in outside of the school setting prepare children for 'homework' at different stages in their child's schooling.

Being available to read to and with your children or to discuss something of interest or of importance to a primary school child provides excellent support that promotes further interest in learning and in the world around them.

As a school we are consistent with the Department of Education Homework Policy, ensuring that homework is based on regular reading, is relevant to what is happening in the classroom, and is limited to appropriate quantities for each year level to ensure that students are able to come home from school and play. This is where children relax, and develop essential skills including spacial awareness, problem-solving, risk-taking, independence, imagination and self-confidence.



ADMINISTRATION – HOW THINGS WORK AT LETHRIDGE PRIMARY SCHOOL

COMMUNICATION

A school diary is provided as part of student requisites and should be used to support communication between home and school.

We have a free school app, 'FlexiBuzz', in which we share the newsletter, calendar events, interesting articles, reminders and other important items for communication. Families can also use the app to contact the school, provide feedback and enter absences. FlexiBuzz is available for free download to all devices; Apple and Android.



Teachers are available in their classrooms from 8:50am for very brief discussions. For longer conversations, a convenient meeting time should be made with the teacher, or through a telephone call to the administration office.

Please record an absence by your child in the diary, ring the office or enter an absence on FlexiBuzz, either before the absence, if this is known, or on the day of the absence. This assists us with maintaining accurate roles and attendance data.

SCHOOL ATTENDANCE AND HEALTH

Regular school attendance is an important habit to promote. It supports individual learning and positive social development. Excellent attendance is rewarded with a certificate. However, if your child is ill, home is the best place for them.

We encourage you to discuss any attendance or health concerns you might have with the class teacher or Principal as soon as possible so that we can work together to provide the best education for your child.

Parents will be contacted by phone if we are concerned about your child's health or if they have suffered a significant injury whilst at school. It is essential therefore to provide up-to-date contact details.

Under Department of Education guidelines, School Attendance Officers can issue Infringement Notices if the student has been absent for more than 5 separate days in 12 months, with no reasonable explanation provided. It is essential that you contact us to let us know the reason for your child's absence.

The Department accepts medical and dental appointments, bereavement or attendance at a funeral, a student attending Sorry Business and Cultural Observance. These are defined as acceptable only when they cannot be scheduled outside of school hours.

Please notify us of an absence, with the reason, via a phone call, by writing a note in the school diary or sending a notification through the school app, FlexiBuzz.

1 or 2 days a week doesn't seem much but.....

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...	Which means the best your child can perform is ...
1 day per fortnight	20 Days per year	4 weeks per year	Nearly <u>1.5 years</u>	 Equal to finishing in grade 11
1 day per week	40 Days per year	8 weeks per year	Over <u>2.5 years</u>	 Equal to finishing in grade 10
2 days per week	80 Days per year	16 weeks per year	Over <u>5 years</u>	 Equal to finishing in grade 7
3 days per week	120 Days per year	24 weeks per year	Nearly <u>8 years</u>	 Equal to finishing at grade 4

School starts at 9am and it is essential that students are here, lined up and ready to begin classes by that time. The first 10-15 minutes of the day is the child's best learning time, and it is when the structure for the school day is established. Being on time ensures children feel organised, settled and ready for their day of learning.

Just a little bit late doesn't seem much but.....

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per Year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>

OUT OF SCHOOL HOURS CARE



School Council is pleased to be able to offer Before and After School Hours Care to our families by working in partnership with CommunityOSH.

Before School Care: 7.00am-9.00am

After School Care: 3:20pm and 6:30pm

Families are encouraged to register with CommunityOSH, even if you do not generally need to use it, just in case the need ever arises. You can contact CommunityOSH by logging onto their website at www.commosh.edu.au or call their Customer Service Team on 99773000, or 0413544966 (9.00am-6.00pm).

The Parent Portal is accessed at this link:

<https://communityosh.fullybookedccms.com.au/family/login>



Afternoon Tea and Activities at After School Care

SCHOOL UNIFORM

School Uniform is compulsory at Lethbridge P.S. Students and families alike find this option convenient and economical. Plain maroon or black items can be used along with the logo items. Uniforms can be purchased over the counter at PSW, 164 Malop Street, Geelong (near Officeworks).

- School Bags, are available for purchase from the School's office.



- Tracksuit pants, polo shirts, jumpers, dresses, pinafores (with detachable bib/kilt) and hats are available from PSW.
- Students should wear comfortable school shoes, appropriate for exercise as the school has an extensive sporting program. Sneakers are appropriate footwear. Primarily black in colour is preferred.
- Children are encouraged to have an art smock for use during Specialist Art and at other times when the teacher feels that it would be appropriate. These can be a modified oversized shirt or a purpose made smock.

ESSENTIAL ITEMS (BOOK PACK)

School Council has approved that parents contribute an amount per student to cover costs of student requisites and consumable materials. This is consistent with DET policy on Parent Contributions.

The cost **per student** for 2020 was \$160.00. This included a stationery pack, bulk items for class use and 4 terms of shared requisites. Any changes to this will be included in the Prep pack provided at Transition.

School requisites can be paid for and collected from the school on Wednesday the 27th of January.

The school council approved Parent Payment policy will be made available on our web site. Copies are available from the office at any time.

LUNCH ORDERS

Lunch orders are filled by the local milk bar and can be placed on a Thursday morning through the school office, for Friday lunches. Orders may be left at the shop if that is more convenient. Only items on the approved 'Canteen List' can be purchased for school lunch orders.

We support the local Lethbridge store and thank them for their prompt and friendly service.

MONEY

When it is necessary to send money to school, please send it in an envelope with details of name, grade, and reason for money being sent recorded clearly on the envelope.

BOOK CLUB

Book Club is provided 8 times each year. Children are issued with a pamphlet describing the available books at a reduced rate from the Scholastic Book Club. Books selected are to be paid for by a particular date, and usually arrive within 3 weeks. Although the books offered are recommended for primary aged learners there is no obligation to place an order.

INFORMATION FILE

An information file for each child is maintained at the school and includes home phone numbers and at least two emergency contact numbers. This ensures that we are able to contact parents, or if they are unavailable, the nominated Emergency Contact in case of

accident or illness. Please notify us immediately if any of this information needs to be updated.

SIGN IN BOOK

When a student arrives late to school, or is collected early from school, it is important that the parent/guardian reports to the office to sign their child in or out of school. This is critical for us to be able to maintain a safe learning environment as it is an integral element of our Emergency Management Planning.

Thank you for your assistance with this.

LOST PROPERTY

Unclaimed articles of clothing are kept in a basket in the foyer. You are able to check this basket at any time. Lost property is kept until the end of term when unclaimed articles are then given away. Please make sure all of your child's clothing is clearly named to avoid this occurring. Containers and drink bottles should also be named as these items are easily misplaced.

NEWSLETTER

Our newsletter is distributed each Friday and gives important details about what is happening at the school. Please take the time to read your newsletter so that you are informed of all activities, reminders, meetings and other important information.

The newsletter is available on the school website, 'FlexiBuzz' or parents may provide an email address and the newsletter will be emailed to you.

If families prefer a printed copy of the newsletter they will be able to 'opt-in' to the paper copy of the newsletter by requesting a newsletter 'opt-in' form from the office.

Current and past newsletters can be found at www.lethbridgeps.vic.edu.au

VOLUNTEERING

At Lethbridge Primary School we know that the success of our students depends upon a positive and healthy partnership between families and the school. We invite families to become a part of our community in many ways:

CLASSROOM HELPERS PROGRAM – You are welcome to help in classrooms. All helpers are required to undertake the Classroom Helpers Program which gives you handy hints and tips on how to support student learning. You will also complete an OH&S induction as a part of this course, to ensure that we maintain a safe environment for all.

VOLUNTEER OH&S – To help around the school in any other capacity (for example, gardening) you are required to complete a short OH&S induction.

VISITOR IDENTIFICATION – All visitors to the school, including volunteering family members, are required to sign in at the office, and wear a ‘Visitor’ lanyard for the duration of your time onsite.

WORKING WITH CHILDREN CHECKS

All parents and carers are encouraged to apply for a Working with Children Volunteer Check which can be completed online by visiting www.workingwithchildren.vic.gov.au/ and then lodging the form at any Australia Post Office. All helpers working with children or assisting in a volunteer capacity are required to have a current check and must have completed our OH&S Induction and/or Classroom Helper Program (depending upon the task being undertaken). These processes are in place to protect and safe guard every member of our community. Your support is very much appreciated.



PARENTS AND CARERS – YOUR SUPPORTIVE ROLE

Find time to talk with your child in a relaxed and unhurried manner when your child is ready to talk about -

- School
- Friends
- Games and activities
- Samples of work brought home (then display them)

Don't worry if they don't have a lot to say when you ask, but look for the right moment when they are ready to talk. Try to remain calm if a negative comment is made about a situation at school. There will often be a logical explanation for the comment and it is helpful to focus on the positive comments made by children. This way we role model the importance of focusing on the good things that happen to us every day rather than giving too much emphasis to the occasional negative response or comment.

Read stories with your child and *share* the books they bring home. ‘Reading with’, ‘reading to’ and ‘reading together’ are very important in promoting a positive approach to reading. Let your child see you enjoying reading as well.

Discuss family activities - a picnic outing, a birthday party, and ask them to recall key details.

Help your child to develop an awareness of the surrounding environment - of other people, animals, buildings, words, shapes, colours. When having a conversation use more complex words or phrases in place of the words they frequently use as this assists in the

development of richer thinking. The concept of water includes the sea, beach, bay, dam and bath for example.

Help children to develop appropriate independence and responsibility and an awareness of the rights of other people.

Help children to develop a courteous manner towards other people.

Discuss healthy food choices whilst preparing school lunches. We promote rubbish free morning teas / lunches, and children bringing wrappings to school are encouraged to take them home for disposal

PREVENTION AND CONTROL OF INFECTIOUS DISEASES

The overall responsibility for the prevention and control of infectious diseases fits within the public health sector. Schools support the prevention and control of transmission of infectious diseases by:

- providing a prompt and consistent response to detected or suspected cases of disease
- being vigilant to students who may have head lice or some other public health concern

Schools cannot give expert advice or treat students for disease or illness. This is the role of the parents in conjunction with health professionals.

The school will ensure that appropriate first aid is administered to children and that the processes and practices in place reflect DET policy and guidelines.

HEAD LICE DETECTION AND RESPONSIBILITIES

Responsibilities for managing head lice are shared between parents/guardians, schools and principals.

Parents/guardians have primary responsibility for detection and treatment of head lice. Parents/guardians should regularly (preferably once a week) check for lice or eggs in the hair of their child/household members and notify the school if their child is affected.

Children can return to school as soon as treatment has commenced. Please notify the school that treatment has started.

We check for head lice periodically using School Council Approved Nominees. The permission form that you sign at the beginning of Prep is valid until the end of your child's schooling with us.

The school will exercise sensitivity towards students and families with head lice, maintain confidentiality and support and provide practical treatment advice to parents/guardians.

DIGNITY AND RESPECT STATEMENT – DEPARTMENT OF EDUCATION AND TRAINING

The Department of Education is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity.

Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.

All employees, students, parents and visitors in schools and other DET workplaces are expected to act accordingly.

The Department (which includes schools) and School Councils, will act to ensure that the safety, security, health and wellbeing of all employees, students and parents and visitors in schools and other Department workplaces are protected.

Professor Peter Dawkins

We look forward to getting to know you over the next weeks, months and years.

Please feel free to contact us if we can be of any assistance to your family.

Lethbridge Primary School Community.



SCHOOL CONTACT DETAILS

PRINCIPAL	Tina Barnett
BUSINESS MANAGER	Julie Rieck
ADDRESS	2 Stephenson St Lethbridge, 3332
TELEPHONE	52817214
EMAIL	lethbridge.ps@education.vic.gov.au