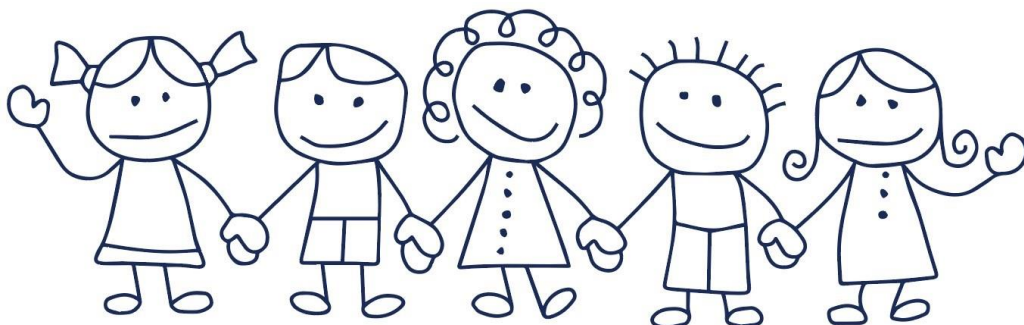


# LOXTON PRIMARY SCHOOL



## A – Z of Information



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## A-Z of Contact Information

Keeping up to date with current  
Loxton Primary School  
information is easy...

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Log onto our website:  
[www.loxtonps.sa.edu.au](http://www.loxtonps.sa.edu.au)



@

Scan the QR code to find our Facebook page



@

Check event dates on our website calendar  
[http://www.loxtonps.sa.edu.au/whats\\_happening.htm](http://www.loxtonps.sa.edu.au/whats_happening.htm)

@

Text this number 0447 158038  
for absence notifications



@

Ring the Front Office  
on 8584 7408 for more  
information.

## Banking

Student School Banking is done through Bank SA. Forms to open new accounts are available from the bank. Parents of young children are requested to enter the amount to be banked, in figures, in the coupon book.

## Behaviour

We have a detailed Behaviour Education Policy which is based on the School Values. The behaviour education steps are consistent in each classroom and families are notified when their child has received steps. The Behaviour Education Policy is supported by a focus on the wellbeing of students and staff- Everyone has the right to be safe.

## Bicycles

There is one area for students to put their bikes and scooters. Children are to walk bicycles and scooters on the school grounds. Children are not to play near the bicycle racks.

## Breakfast Club

A Breakfast club is held every Thursday morning in the Stephanie Alexander Kitchen. Volunteers assist our PCW to run this valuable program. Students and families are encouraged to come along and share some breakfast and friendly chat. (Not operating currently due to COVID-19)

## Buses

To be eligible for travel on a department or contract provided school bus, students must reside 5km or more by the shortest most practicable route from the nearest appropriate Government School.

Eligible students travel to Loxton High School on a bus. At the High School students transfer to the bus which takes them to Loxton Primary School. This system is reversed at the end of the day. A teacher supervises children when leaving our school by bus. Please ask at the office to see whether you can apply for bus travel permission.

### Bus Behaviour

School rules and values must be followed on the bus. Everyone has the right to be safe and everyone has the right to be respected. Children who do not abide by these rules will be reported to the Deputy or Principal who will investigate and inform parents. If it is warranted students may not be allowed to travel by bus for a given time (e.g. 1-5 days or longer if deemed necessary). Parents are asked to discuss appropriate behaviour with their children. Loxton Primary School is a member of the Loxton Town School Bus Committee and we abide by rules and procedures implemented by this committee.

### Parent Responsibilities

If a child wishes a friend to travel home with them on the bus, parents must write to the Principal/Deputy and ask permission. The school requests that such letters be to the Principal/Deputy at least two (2) days prior to the trip. The school needs to check if there is an available seat prior to approving the request.

### What to do if your child misses the bus

1. There is always a teacher supervising the children who leave the school by bus and a roll is taken. Buses arrive and depart within a space of about 5 minutes.
2. Instruct your child/ren that if they miss the bus they should report to the teacher on duty or go up to the Front Office where a parent/ caregiver will be notified.
3. If you are waiting for the school bus and find your child is not on it, please contact the school immediately on 85847408.
- 4.

## Calendar

The school publishes a term calendar at the start of each term with upcoming events. There is also a reminder calendar on the side of each school newsletter which is sent out fortnightly. You are also able to access the calendar on our website [www.loxtonps.sa.edu.au](http://www.loxtonps.sa.edu.au).

### **Pupil Free Days/ School Closure**

School Governing Council can approve up to 4 Pupil Free Days when staff are included in training and development (e.g. literacy and numeracy). This is in addition to the 37.5 hours (or more) training that staff complete in their own time.

School Governing Council and The Department for Education (DfE) can approve one school closure for a day of local significance. Staff and students do not attend on this day. Families will be notified of these dates at the beginning of the year. Generally OSHC operates on these days.

## Choir

Students in Year 5, 6 and 7 are invited to join the School Choir. Our choir joins other school choirs from across the Riverland to take part in the Riverland Primary School's Music Festival, where they perform at the Chaffey Theatre, Renmark.

## Communication

### **School Newsletters**

Newsletters are sent home fortnightly by email and printed copies are available in the Front Office. You are also able to access all newsletters on our website [www.loxtonps.sa.edu.au](http://www.loxtonps.sa.edu.au). Please read them carefully as they contain information relating to the school. Private advertising is not permitted (as directed by the Government of SA). Community notices are free of charge.

### **Facebook**

Loxton Primary School has its own Facebook page where we highlight exciting things happening in our school, and send friendly reminders to families about upcoming events. Find us at: <https://m.facebook.com/loxtonprimaryschool/>

### **Diaries / Message Books**

Individual teachers decide on the best means of communication to suit the needs and maturity of students in their classes. Generally the older students have a Diary and the younger students a Message book.

### **Individual Class Communication**

Many classes have either a Class DoJo, SeeSaw or Facebook page set up where teachers can share learning and achievements in their classes, as well as send out reminders about upcoming class events.

### **Permission to Leave School Grounds**

Children are not permitted to leave the school grounds during the school day except for pre-arranged school excursions or appointments. Parents/caregivers of children who have appointments, must provide a written note, or make a phone call or Academy message to the Front Office to advise of the appointment. Students must be signed out by an adult on the register at the Front Office. They must then be signed back in when/ if they return to school.

### **Absences**

When a child is absent for one day or more, please send written information to the class teacher outlining reasons for absence or alternatively phone the school or use **Academy**. Academy is an SMS service which can be used to send messages to the school. The



number is 0447 158 038. If your child is an unexplained absence, the school will SMS you using Academy which you can then reply to. You may also text messages to the School to notify them of any appointments/ changes to pick up arrangements etc. Messages may also be left overnight on the school's answering machine.

In South Australia all children must attend on all days designated as school days. If you know in advance that your child will be absent for a certain day or period of time, eg- doctor's appointment, written notification to the class teacher is requested. If your child is absent for 3 or more consecutive days, a medical certificate or exemption form will be need to be presented to the Front Office.

We know that it is not always possible for parents to arrange holidays to coincide with school vacation. When this occurs please consult with your child's teacher. A form will be presented to you for the approval process.

## Complaints

The school does not tolerate racial, physical or sexual harassment. The school has a Grievance Policy to assist when there is a need.

Complaints should, in the first instance, be directed to the person(s) concerned or to the Principal/Deputy Principal. Please refer to the Grievance Policy. If parents/caregivers are unhappy with something at school and consider that it has not been resolved they can refer to the Parent Feedback line on telephone 1800 677435. More information can be found on the schools web page [www.loxtonps.sa.edu.au](http://www.loxtonps.sa.edu.au).

## Custody

Please advise the Principal of legal custody arrangements. All information is confidential. DfE policy outlines that the school needs to sight and copy custody orders. Verbal communication cannot be accepted in regard to custody orders.

## Curriculum

### Curriculum and Learning

Loxton Primary School follows the Australian Curriculum in the areas of:

English- guided by the LPS Literacy Agreement

Mathematics- guided by the LPS Numeracy Agreement

Science

Health and Physical Education

HASS (Humanities and Social Sciences)

The Arts: Dance, Drama, Music, Media and Visual

Technologies: Digital and Design

### Aboriginal Education Service

This Service supports Aboriginal students and their families through an Aboriginal Educational Community Officer (AECO).

### Leader of Wellbeing

The school has a Leader of Wellbeing to assist with student concerns, positive behaviours and student services. Staff work closely with parents and caregivers to assist with students achieving at school and out of school hours. Teachers also have a counselling role where they provide care and counselling to individual students. Parents and caregivers are able to ask staff for advice on how to deal with their child's welfare at home. In this case the staff member might refer the parent or caregiver to another agency such as their local GP, CAMHS, Relationships Australia, Headspace etc.

### Music

As well as classroom music we are fortunate to have the services of specialist teachers for instrumental music for students in Years 5-7. Please contact the school for more comprehensive details.

## Technology

The school has wireless internet in each classroom. We have one computer room, with over 30 stand alone computers, which have a variety of software programs. All classrooms have interactive touch screens. The School has four portable trolleys with laptops for student use. In addition we have a class set of Ipads for use, with another set dedicated to the Year 7 classes.

## Stephanie Alexander Kitchen Garden

All students in Years 3-7 experience food production in the schools extensive garden and learn how to cook healthy, seasonal meals and use garden produce effectively.

## Assessment and Reporting:

Data is collected on student progress through a number of techniques, e.g. tests, anecdotal observations, NAPLAN, peer and oral assessments. This allows us to monitor progress and provide extra assistance if needed. This data is entered onto the school computer records so a 'picture' of each student's progress can be seen.

Teachers inform parents/caregivers about student achievement with 2 written reports each year.

Parents/caregivers are also offered interviews in Term 1 & 3. Individual appointments can be negotiated with the teacher

Reporting to parents, as a minimum, occurs at the following times:

### Term 1

- \* Whole School Acquaintance Evening
- \* Class Newsletter
- \* Written Student Report on Student Skills
- \* Interviews (compulsory)

### Term 3

- \* Class Newsletter
- \* Interviews (optional)

### Term 2

- \* Class Newsletter
- \* Term 2 Written Report

### Term 4

- \* Class Newsletter
- \* End of Year Report (written)

## Excursions/ School Camps

Parents/caregivers will be advised prior to any excursion or camp being held. Although not a compulsory part of the curriculum students are encouraged to attend and parental/caregiver approval is required.

Parents/caregivers are encouraged to offer assistance for excursions, camps and sleep-overs.

## Decision Making

The following groups contribute to the running and organisation of our school.

- ❖ **Governing Council** – this group of elected parents and caregivers assist in overall decision making and operation of the school.
- ❖ **Finance Committee** – the Finance Committee has staff and parent/ caregiver representatives and assists in managing the school's budget and report to the Governing School Council.
- ❖ **Families, Friends and Staff Committee** – this group organise get-togethers and fundraisers such as the Colour Fun and raffles.

## Enrolments

### Reception Enrolments

All Reception students enrol to start at the beginning of the year. As per DfE Policy, there are no term intakes during the year.

It is recommended that prior to commencing Reception at school, children undertake a transition programme. This is usually conducted in association with the local pre-school.

Transition programmes will be given to new parents through the pre-school. It is also recommended that children regularly attend Pre-School prior to enrolling at school.

### **New Student Enrolments**

All other students may be enrolled at any time during office hours. Upon completion of enrolment requirements, attendance will commence within 3 working days. This ensures both the school and teacher have appropriate time for relevant organisation maximising successful transition opportunities.

### **Enrolment Details**

Parents/caregivers will be requested to provide accurate medical and emergency contact information details regarding their child/children. A birth certificate and proof of address will be required for all enrolling students. They will also be asked to sign consent forms relating to Internet agreement, Media Release and Water Safety.

### **Emergency Contacts**

Each year, each student will be given a 'General Medical and Health Information' card for parents to complete and return to school. This form assists teachers with treating emergencies and emergency contact numbers. Emergency contacts are called when Parents/ Caregivers are uncontactable. This confidential form gives the school up to date information on each child and is filed in the office for emergency use or to assist us when children are on camps and excursions.

### **Tours/ Appointments**

Appointments can be made for a tour of the school and/or an interview with the Principal or Deputy Principal. Caregivers will receive a school information folder and will be shown around our school. Please call the Front Office on 8584 7408 to book a time.

## **Evacuation/Invacuation**

For **evacuation** (e.g. fire) students and staff congregate on the oval. For **invacuation** (e.g. intruders) the students stay in their classrooms (lights off, doors locked, remain on the floor). Plans are displayed throughout the school. Visitors should familiarise themselves with the procedures. As a whole school we practice both evacuation and invacuation processes once a term.

## **Facilities**

### **Buildings and grounds**

The school is located in attractive grounds which include a large oval and sports stadium with synthetic grass and basketball/netball courts.

The school consists of three large brick buildings, a Hall, a Library, Stephanie Alexander Kitchen (student kitchen), a flexi-unit classroom for senior students and the former school house (used for Out of School Hours Care, OSHC). All teaching areas have reverse cycle air-conditioning.

### **Canteen**

Grab and Go Food Express run our School Lunch orders using the Qkr app. Orders and payments are completed online, and the lunches are delivered to the school and sent to classrooms in Class Lunchboxes. Please see forms in Enrolment Pack for instructions on how to download the app and for the Canteen Menu. Lunch orders are available on Mondays, Wednesdays and Fridays.

The Student Leaders also run a small Snack Canteen on Thursdays out of the Kitchen. Students can bring money to buy snack packs, muffins, juice boxes, iceblocks and icecreams at recess and lunch.

### **Access for students and staff with disabilities.**

The school has full access for persons with a wheelchair.



## Fees

### **School Fees**

Charges are just over \$200 per year. Fees for less than 4 terms are adjusted accordingly. Overall the fees amount to \$5 per week. Fees include stationery supplies, text books, consumables, performance, excursions and camp subsidies. There is also a voluntary contribution per family. School Card may be available for qualifying families. Further information will be available when children start school. Payment by instalment is an option. Hardship cases can be discussed with the Principal and solutions negotiated.

### **Camps**

Students make a contribution towards cost of travel, accommodation and food. Time payments can be negotiated. The school subsidises camps.

### **Excursions and Performances**

There are small charges for some local excursions. SAPSASA and some extra out of school events need to be funded by parents/caregivers on each occasion. Students pay a nominal amount at the beginning of the year to cover the cost of most excursions.

### **Instrumental Music**

Drums, guitar, brass, wood wind: There is no charge for instruction. Charges apply for hire of instruments (varies according to instrument) and music books. Students can privately hire or purchase their own instruments.

### **Stationery**

Students are supplied with a stationery pack on their first day. The cost of this is included in our school fees. If a student is enrolling mid-year, transferring from a DfE school, they will bring their initial book/stationery with them.

### **Out of School Hours Care (OSHC)**

The before and out of hours student care program is managed by 'Happy Haven OSHC Pty Ltd' and is operated from a house on the Loxton Primary School grounds. Parents book and pay directly through OSHC. Please see information form in the Enrolment Pack.

### **Vacation Care**

Vacation Care is available at Loxton Primary School (through Happy Haven OSHC) for students between 5 and 12 years of age. Parents pay directly to OSHC.

## Homework

### **Work At Home**

Time spent on work at home may vary from teacher to teacher and class to class. The teacher's expectation will be communicated in class newsletters and acquaintance night discussions.

Work at Home should renew and reinforce concepts taught in class and not introduce new content.

Work at Home routines recognise that children need to be active and include an understanding that many students are involved in extra-curricular activities / clubs and teams.

We recognise and acknowledge that work at home should not be onerous or disrupt family life.

## Library

The library is a large modern environment to promote reading. It has seating for 60 students so classes can work together and participate easily in group work. It is continually being added to and updated. Many books are pre-read by staff to ensure they are consistent with the school values. It is resourced by a considerable budget and all staff have input into purchases. It is run by the Library Manager in consultation with the Deputy Principal.

### **Borrowing from Library**

We encourage all children to borrow from the library. When they take books home either to read for pleasure or information, we encourage them to have a safe place to keep them. Please notify us if the books borrowed are damaged so we can repair or replace them. All loans are for 2 weeks. Students can borrow 2 books at a time. Junior Primary students are encouraged to use a Library bag for taking books from school to home.

## Medical Information

### **Ambulance**

If a student is injured at school and a staff member considers that the student's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance must be called.

### **Medication**

If medication is required to be kept at school it must be in the original container with dosage instructions. A medical plan must accompany the medicine. Staff are unable to dispense medicine without a medical plan.

### **Illness**

Please do not send your child to school if they are unwell. If a child arrives at school feeling unwell, the parent or emergency contact will be contacted to take them home. Students who become unwell during the day will be cared for in the sickroom and parents/ caregivers contacted. If the child appears seriously ill, an ambulance will be called. Staff are not permitted to take children to the hospital or medical centre in private cars.

## Mobile Phones

At Loxton Primary School we provide a mobile phone free learning environment for our students. If a student has a need to bring a mobile phone to school (for example, if they are walking to & from school and parents require them to have a phone for this purpose), it will need to be taken to the office upon arrival at school. Once delivered to the office they are kept securely for the day. At the conclusion of the school day, the student will then exit the school via the office and collect their phone. We appreciate parental support in this matter.

In the case of an emergency, staff will contact parents/caregivers.

## Parent/Caregiver Involvement

Loxton Primary School prides itself on being a community school because it has active and supportive parent/caregiver groups. Participation and assistance by parents/caregivers helps in developing a sense of community. There are many ways in which you, as parents, can contribute both to the school and your child's education.

## Assembly

Children look forward to sharing assemblies with their parents/caregivers and the community. Assemblies are held fortnightly on Thursdays at 9am in the school hall. They showcase work undertaken and celebrate student successes.

Timetables of class hosts and presenters are outlined in the school newsletter and school calendar.

## Volunteering

We welcome parent/caregiver participation and support in classrooms. Individual teachers outline possible ways in which you can contribute in your child's classroom at Acquaintance Night. Parents assisting in classrooms or camps/sleep-overs are required to provide a current 'Working with Children Certificate'. This can be obtained on the WWC website and are free of charge. Please see the front office for further information.

The school requires assistance during the year with special events, eg Breakfast Club on Thursday morning from 8am, School Photo Day, Sports Day (with morning teas and lunches), helping in the Library replacing books on shelves or repairing books, gardening and cooking classes, Lucky Book Club, etc. If you are interested in assisting please leave your name at the Front Office, so that we can contact you.

## Governing Council

The Loxton Primary School Governing Council is a representative body of parents and staff, elected at an Annual General Meeting early in the year. Parents may join a subcommittee of Council without being on the council itself.

## Photographs

Professional photographers take photographs of students and classes each year. There is opportunity for siblings to have a family portrait.

## Sport

### House Teams

Students are divided into four houses with names and colours:

**Eagles- Yellow      Emus- Blue      Cockatoos- Red      Magpies- Green**

The house teams are mainly used on Sports Day and at the Year 4-7 Swimming Carnival. Students are encouraged to wear a T-shirt in their house colour for these events. House Captains are elected from our Year 7 students.

### Clothing and PE Expectations

Children are asked to wear suitable clothing and footwear for Physical Education lessons. Please make sure that all clothing is named. Emphasis is on participation, enjoyment and skill development.

### Swimming and Aquatics

During the year all children will receive either swimming or aquatic instruction under qualified instructors:

Years R – 5                      -              5 x 45 minute Swimming Lesson

Years 6 & 7                      -              1 day Aquatic Instruction

Prior to receiving lessons a Water Safety consent form must be completed and returned to the class teacher. These lessons are part of our Physical Education Program and classroom teachers will support the instructors.

### SAPSASA (South Australian Primary Schools Amateur Sports Association)

SAPSASA is the provision of competitive sport for Yr 5, 6 & 7 students. This may be at the elite level of State representation, District representation, School representation or experiences within the school of a variety of sports.

## School Times

Students are NOT to be on school grounds prior to 8.30am.

8.30	Staff on Yard Duty
8.50	<i>School commences</i>
9.00	Lesson 1
9.50	Lesson 2
10.40	Recess
11.05	Lesson 3
11.55	Lesson 4
12.45	<i>Eating Time</i>
12.55	<i>Play/Lunch Time</i>
1.30	Lesson 5
2.20	Lesson 6
3.10	<i>School Day finishes</i>

On the final day of term the dismissal time is 2.10 pm (1 hour before normal time) unless notified otherwise.

## Student Voice

### **SRC (Student Representative Council)**

The SRC is made up of two members from each class. They are selected by a class vote. Students can be elected into SRC once during R- Year 2 and once during Year 3-6. This enables lots of students to experience being in the SRC. An Indigenous Representative is also elected by their peers.

Each SRC member is inducted at a special assembly at the beginning of their semester. They also receive a badge to wear during their time in SRC.

The SRC meets during the term to discuss current school matters, concerns and issues brought up in class meetings. The SRC are also responsible for organising whole school events initiated by the students- these may be fundraisers for the school, or organising community events such as visiting the Loxton Hospital Complex.

### **School Leaders**

SRC Leaders are elected at the start of each year, through a formal process which sees Year 7 students present a speech to Year 6 and 7 students and to Leadership. Year 7 students and Leadership then vote to elect our School Leaders.

### **House Captains**

House Captains are elected through a formal process at the start of the year. Year 7 students break into their houses and vote for their preferred leaders. These leaders are then inducted at the first SRC Induction Assembly. House Captains take on leadership roles within the school, such as assisting with Sports Day, Swimming Carnival and arranging sports activities during lunchtimes.

### **Play Pals**

Play Pals are Year 6 students in the yard with responsibility. They must apply for the position and be appointed by Leadership.

They are given an orange vest to wear and a bumbag with supplies.

Their role in the yard is to manage minor First Aid incidents (band-aid, tissue etc), manage minor Yard Incidents (no-one to play with, minor disagreements etc), be a friendly face reminding students to do the right thing and follow school values in the yard, be present-as extra eyes and bodies in the yard for students to look out for.

## **Big Buddies**

Big Buddies are students in Year 5 who apply and are selected to be part of the new Receptions transition program. They visit the kindy before the Transition process starts, and then spend time with the new Receptions as they have their transition visits and start their schooling the following year.

## **Lunchtime Activity Leaders**

Year 7 students may request to run a Lunchtime activity of their choice. Students in the past have organised activities such as Chalk Fun on the stage, Story Time in the Library, Board game Fun and Active Games in the Junior Primary.

# **Transition Programs**

The Loxton Primary School is committed to high quality Transition Programmes both for new Receptions and Year 7 students moving to High School.

## **Reception Transition Program**

There will be a number of visits between the Primary School and Pre-School. These visits serve as an introduction to the school environment so the transition from Pre-School to School can be successfully made during the Reception year. The schedule for students starting school will be given out at pre-school or will be forwarded to other students.

The School Big Buddy Programme is a system where a Year 6 student at Loxton Primary is paired with an enrolling Reception student. The 'Big Buddy' will link with the new student at Loxton Primary School as well as visit the Loxton and Loxton North Pre-School.

## **Year 7 Transition Program**

Year 7 students visit the Loxton High School for a day in Term 3 and a day in Term 4 and participate in a showcase of activities to support their transition. Our Year 7 teachers meet regularly with the High School to discuss Curriculum and Wellbeing of all students.

Year 8 students from Loxton High School visit to talk to the Year 7's and answer any questions they may have.

More transition visits will be arranged for students who need extra support.

# **Uniform**

## **School Uniform**

Our aim is to improve the learning environment and outcomes of students so that our school is supportive, positive, non-discriminatory, equitable and safe.

We are aware of the following issues:

- The wearing of uniform clothing is an important factor in ensuring students' safety and encouraging the school value of belonging. It is important that we can clearly recognise students' association with our school.
- Student uniforms have been designed to allow freedom of movement and level of comfort.
- Awareness of and sensitivity to students in financially disadvantaged situations has been taken into consideration in relation to the School Dress Code.
- Our uniform offers wide choices of affordable clothing for all students.

## **Labelling/Lost Property**

Unnamed articles of clothing etc. are placed in a Lost Property Bin in Front Office. Children and parents/caregivers are urged to inspect it in the event of clothing being lost. At the end of each term, after a final request that children claim anything belonging to them, all unclaimed articles are given to a charity. In order to help us recover and return lost items, we urge that any property which comes to school has your child's name on it.

## **Regulation**

The Loxton Primary Governing Council actively promotes the wearing of a defined school uniform by all students. The wearing of school uniform is a requirement of attending Loxton Primary School.

## **Uniform Shop**

The Front office stock a wide range of uniforms. School logos may be purchased from the shop to iron on standard items which may be purchased from other outlets. This is available at the Front Office.

## **Sun Protection Policy**

The wearing of hats between September - April is essential. Hats should be wide brimmed or of a legionnaire design because they offer the best protection. The Uniform Shop stocks recommended designs in school colours. Students who choose not to wear an appropriate hat will incur a 'no hat, no play' consequence. Hats are optional between May - August.

# **Wellbeing**

Our school prides itself and has an excellent track record in regard to providing a high level of support to student wellbeing. The Principal, Deputy Principal, Leader of Wellbeing, Pastoral Care Worker and Aboriginal Community Education Officer meet once a week to discuss students at risk and notify staff of any concerns/ actions.

Loxton Primary School is committed to being a Trauma Responsive School and all staff have been trained using the Berry Street Education Model.





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