

LARRAKEYAH  
PRIMARY SCHOOL  
Pathways to Excellence

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**PARENT HANDBOOK**  
**2019-2020**

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# Larrakeyah Primary School

## Larrakeyah Primary School Mission

Our mission is to provide a positive and supportive learning environment that encourages students to strive for high academic success. We aim to instil a desire for life-long learning and to promote leadership and responsible citizenship

## Our values

- Respect
- Responsibility
- Achievement

## Our beliefs

- We believe that each child, teacher and parent has rights which should be recognised by all of those involved in the school community
- Related to those rights are certain responsibilities that must be recognised and accepted by all
- It must be realised and accepted that certain consequences will occur when these rights are infringed or these responsibilities are not accepted
- We believe that self-confidence and high self esteem are fundamental to success
- We believe that children exhibiting appropriate behaviour towards teachers and peers should at all times be noted and rewarded
- We believe that the management of children's behaviour is a shared responsibility between home and school.

# Welcome to Larrakeyah Primary School

## From the Principal

Larrakeyah Primary School is situated near the heart of Darwin and has a student population of approximately 480 students. It is one of the older schools in Darwin, having first opened its doors in 1963. It was relocated to the old Darwin Hospital at Myilly Point during rebuilding following Cyclone Tracy and reopened in 1985.

School enrolment reflects the demographics of the city area. The school is adjacent to the Larrakeyah Barracks and 20% of our families are with the Defence Forces.

Larrakeyah Primary School enjoys an excellent reputation in the community and has become a popular school of choice. Amongst its features are:

- Larrakeyah Primary was selected as one of the first six Independent Public Schools in the Northern Territory.
- Larrakeyah Primary was 2014 winner of the School Excellence Award for the Darwin Region. The school is recognised at a system level for its commitment to high expectations, high standards and high achievement.
- Specialist teachers implement programs in The Arts, ICT and Physical Education.
- The school has a kitchen/garden program in which students participate in horticulture activities and also has a farm nursery of small animals.
- Larrakeyah Primary School Board operates an Outside School Hours Care program, Vacation Care program, Extra-Curricular Activities program, Tutoring program and Music tuition after school.
- Support programs for students with additional needs
- Outdoor Education program for all students in years 4-6
- Chinese program for years 2-5, partnering with Confucius Institute
- Japanese Language program for years 6
- Sister school relationship with Avondale Grammar School in Singapore
- 2016 and 2017 Year 6 Study Tour to Singapore
- Professional partnership with Australian International School, Singapore
- May 2016 accredited as a Cambridge International School, first Government accredited school in the NT.

I welcome you to Larrakeyah Primary School and trust that your association with us will be fruitful and that your children will enjoy our learning environment, developing the skills and confidence to be successful learners.

Fathma Mauger

Principal

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# 1. Larrakeyah Preschool and Primary School

## 1.1 Logo

Larrakeyah School's logo incorporates the Emery Point Lighthouse. This lighthouse is located in the Larrakeyah Barracks and has been important to safe navigation of many boats since 1900.



## 1.2 Larrakeyah House System

The house system is used for sporting competitions and for incentives in the classrooms. We have four houses:

Goyder	-	blue
King	-	red
Leichhardt	-	green
Wickham	-	yellow

The houses are named after Australian explorers. Students remain in the same house for their entire stay at Larrakeyah School and members of families are placed in the same house. House Captains are elected from the Year Six students and Vice-Captains from the Year Five students.

## 1.3 School Board

The Larrakeyah School Board is an elected representative group of parents and teachers incorporated under the Education Act. The Board's main function is to advise on school policies about whole-school matters and to be involved in the management of school finance, facilities and future directions for the school. It is an advisory body for the school community.

The Principal and staff are responsible for implementing the policies set by the Larrakeyah School Board.

The board meets monthly and all parents are most welcome to attend and share their opinions. Parents can be involved with the School Board in a variety of ways. No special expertise is needed. An interest and some time to contribute is all that is required.

On several occasions during the year major fundraising events are organised by the school. On these occasions lots of help is needed and is always appreciated by the organisers. Keep an eye on the newsletter.

## 1.4 Preschool

Larrakeyah Primary School has a lively and dynamic Preschool on the school grounds. It offers a program that provides stimulation and enrichment for young children.

Children who reside in the area and who turn 4 years of age before June 30 are eligible for enrolment. We have two child care centres who currently bus these children to preschool if they attend there as well. These centres are the Mitchell Street Child Care Centre and Early Care Darwin.

Enrolments for the following year are taken from Day 1, Term 3.

Children who turn five before June 30 are considered for entry into Transition depending upon their general readiness. Children who turn five after June 30 will be offered a place in Transition at the beginning of the following year.

### Preschool Timetable

#### Turtle Group:

Monday and Wednesday 8:00am - 2:00pm

Every odd Friday 8:00am- 2:00pm.

#### Dolphin Group:

Tuesday and Thursday 8:00am- 2:00pm

Every even Friday 8:00am- 2:00pm.

## 1.5 Transition

Transition is the time between the informal learning at Preschool and the more formal learning structure of Year One.

## 2. School Administration

### 2.1 Enrolment Procedures

Parents or Guardians may obtain the appropriate forms for enrolment from the main office. Immunisation records and proof of date of birth are also required when enrolling. Currently, due to the pressure of numbers, we have a priority enrolment policy for enrolments from children who reside within the area. Parents must supply two copies of proof of residence e.g. lease agreement, power bill, when returning enrolment forms. This area includes Larrakeyah, Darwin City, Cullen Bay, The Waterfront and The Gardens. Please contact the school for further details.

## 2.2 School Terms

The 2019 school year is made up of 2 semesters separated by a 1 week break after Term 1, 3 weeks break after Term 2, 2 weeks break after Term 3 and 6 weeks after Term 4.

Term dates for 2019 are:

Tuesday 29 January-	Friday 12 April
Tuesday 23 April-	Friday 28 June
Monday 23 July-	Friday 27 September
Monday 14 October-	Friday 12 December

Term dates for 2020 are:

Tuesday 28 January –	Thursday 9 April
Monday 20 April –	Friday 26 June
Tuesday 21 July –	Friday 25 September
Monday 12 October –	Thursday 17 December

## 2.3 School Timetable

8: 15 am	-	Start of school
10:15 - 10.45am	-	Recess
12:45 - 12.55 pm	-	Lunch
12.55 - 1.30 pm	-	Playtime
2.45pm	-	End of school

Students are supervised from 8:00 am.

## 2.4 Voluntary Parent Contribution

Larrakeyah School Board sets a Voluntary Parent Contribution to provide the extras that are not covered by Government allocations.

These extras include such things as:

- Library books, subscriptions, book tape, contact
- Classroom materials: Paints, coloured paper, coloured card, cartridge paper, matchsticks, pop sticks, cellophane, tissue paper, crepe paper, modelling clay, food dye, pipe cleaners, glitter, brushes, paper dollies, patty pans
- IT repairs and maintenance
- Software licensing: Grade Expert \$6.40 per student

The voluntary contribution for primary has been set at \$150.00 per student per annum. Preschool voluntary contributions have been set at \$240.00 per student per annum. Graduated payments have been introduced for contributions which are paid per term.

## 2.5 Uniforms

Larrakeyah has a school uniform that students are expected to wear. Wearing the uniform gives the children a sense of unity and pride and is an integral part of participating in the



life of the school. It also enables parents to avoid discussions about clothing suitability. Uniforms are displayed and can be purchased from the main office. The school has a policy that hats and footwear (not thongs) are worn by children whenever they are outdoors.

It is a school rule that children wear broad brimmed hats. The school sells these at the front office.

Students are expected to wear the school uniform when representing the school or on excursions.

Second hand uniforms are often available – enquire at the school office.

Please ensure that all items that your child brings to school are clearly labelled. This includes clothing and personal possessions.

Our school uniform policy is available on our website.

## **2.6 Emergency Contact Numbers**

Be sure that your contact numbers are current. The school needs to be informed if there are any changes in your address or phone number.

## **2.7 Absenteeism / Lateness**

Contact the school if your child will be late or absent or send a note the following day. Parents will be contacted regarding unexplained lateness or absenteeism.

No child is allowed to leave the grounds during school hours without the Principal's permission.

If your child is late to school they must, on arrival at school, go to the office to collect a **Late Pass**. This pass is then handed to the class teacher who will update the attendance register. If you are bringing a child to school late this procedure must be followed also.

## **2.8 Assemblies**

Assemblies are held on Friday mornings commencing at 8.30 am. There are 3 whole school assemblies and 2 Early Childhood assemblies each term. Parents are encouraged to attend. Assembly times are advised in the school newsletter and website.

## **2.9 School Banking**

The Commonwealth Bank provides a banking service. Forms are available at the office. School banking day is Tuesday. Through banking in this way you are assisting the school's fund raising efforts as the bank donates a sum of money for each transaction.

## **2.10 Car Parking and Drop Off /Pick Up Points.**

Please exercise extreme caution when dropping off and collecting your children from either within the school grounds or in nearby streets. Do not park and leave your car if you are in the drop-off zone.

## **2.11 Bicycles**

Some students ride bicycles to school and there is a designated area for leaving bike. Students are asked not to ride in the school grounds. The use of locks on bikes is recommended. The wearing of helmets is a legal requirement in the Northern Territory.

## **2.12 Outside School Hours Care**

The School Board operates an Out of School Hours Care and a Vacation program within the school grounds. More information is available from the school office.

## **2.13 After Hours Emergencies**

When the school is unattended, any emergency situations should be reported to the Police - ph: 131 444.

## **2.14 Visitors to School**

All visitors to Larrakeyah Primary School (parents, tradesmen, other Education Department personnel etc) are required to sign the Visitors and Contractors Sign-in/ Out Register. This register is located at the Front Office. Visitors must sign in before visiting any part of the school. On completion of their visit they must sign out.

## **2.15 Lost Property**

A lost property container is kept in the main office and may be checked at any time. Property remaining unclaimed at the end of each semester is donated to charity. Valuable items (jewellery etc.) should not be worn to school. If your child attends OSHC please check their lost property box too.

### 3. Student Management

Larrakeyah's Care and Conduct Policy is based on the following philosophy and beliefs.

*We strive to be part of a positive learning experience by encouraging students to be successful both academically and socially. We aim to provide a safe and caring environment, which engenders a spirit of mutual respect, tolerance and co-operation.*

#### **Beliefs underpinning the Care and Conduct Policy**

- We believe that each child, teacher and parent has rights which should be recognised by all of those involved in the school community.
- Related to those rights are certain responsibilities that must be recognised and accepted by all.
- It must be realised and accepted that certain consequences will occur when these rights are infringed or these responsibilities are not accepted.
- We believe that self confidence and high self esteem are fundamental to success.
- We believe that children exhibiting appropriate behaviour towards teachers and peers should at all times be noted and rewarded.
- We believe that the management of children's behaviour is a shared responsibility between home and school.

Bullying is taken seriously. A pamphlet about bullying is available from the school office. The pamphlet emphasises the right of everyone to feel safe and happy at school.

*A pamphlet summarising the contents of the Care and Conduct Policy is available at the school office with the full policy available on the school website.*

### 4. School Programs

#### **4.1 School Curriculum**

Larrakeyah Primary School uses the Northern Territory Curriculum Framework, the Australian Curriculum and the Cambridge Curriculum as our programming documents. We also use the Cambridge Curriculum in English and ICT alongside of the Australian Curriculum to strengthen student outcomes.

There is a strong focus on the development of Literacy and Numeracy skills.

Implementation of the curriculum is usually through an integrated approach which teachers develop to suit their own teaching styles and the needs of the students.

Cambridge Primary is a great place to start the learning journey. Cambridge Primary enables learners to build their knowledge and skills progressively, through each year of the program. It is an excellent preparation for Cambridge Secondary 1, and for progression to other educational systems. At Larrakeyah Primary School, the Cambridge Primary English Curriculum has been implemented in all years from Foundation through to Year 6. Teachers are asked to plan, using an aligned document created by the school, high quality programs that will set our students up to be lifelong learners.

At the end of Year 6, there is an optional Cambridge Primary Checkpoint test for learners in the final year of Cambridge Primary and is available in English, Mathematics and Science. The tests are marked in Cambridge. Your child will receive a statement of achievement after completing Cambridge Primary Checkpoint and you will receive detailed feedback on your child's performance.

## **4.2 Student Leadership Team (SLT)**

The SLT is made up of class representatives from the middle and upper primary classes and two School Captains. It provides an opportunity for students to demonstrate leadership by representing their peers. They organise fundraisers, host assemblies, welcome invited guests to our school, alert the Principal to student concerns and vice versa, and act as role models for their peers. They may also be asked to represent the school at various functions.

## **4.3 Outdoor Education and School Sport**

Students in Years 3 – 6 take part in a camping program. The camps planned for 2019 - 2020 are as follows:

- Year 3: 1 night sleepover at school (mid Term 2)
- Year 4: 2 night camp at Batchelor Outdoor Education Unit (early Term 2).
- Year 5: 3 night camp at Litchfield Environmental Education Camp (end of Term 2)
- Year 6: Singapore Study Tour Term 3.

Parent volunteers play an important role in the success of this program. Full details are sent home with students prior to the camp.

As part of the Physical Education program at all year levels, visiting instructors are regularly involved in teaching skills relating to particular sports. There is a huge range of team sports available in Darwin through community based sports clubs. You can find out about these through the school newsletter.

The school holds an annual sports carnival and participates in the Interschool Athletics Carnival.

The opportunity exists for talented children to represent the Darwin Region in various sports; the best of which may be selected for the Northern Territory team.

School Sport NT is re-establishing a weekly school sport program during school time. The goal is to provide a strong foundation for students to build a full and active life. "Hubs" of schools will compete in an inter-school sport competition for years 5-6 with intra-school

sport for years 3-6 happening within the school. Year 5/6 students choose to participate in a sport which will be a focus for 4 weeks. Each week that sport run students develop skills during PE lessons and lunchtime, then compete against our Darwin Region schools (Ludmilla, Parap and Stuart Park Primary) on a Thursday afternoon. Year 5/6 students have the opportunity to travel to other Darwin Region Schools each week and compete against similar aged students from those schools. The aim of this program is to ensure an increase in the participation rate of young people in physical activity and raise young people's level of physical competency

#### **4.4 Religion**

The school follows an ecumenical approach to Religion. The instructors are from Catholic and Protestant backgrounds and they follow an approved course of instruction which teaches the beliefs of Christianity but is not specific to any particular church.

Parents have the option of their children attending the program by indicating their preference on the enrolment form or by notifying the school in writing of any change in status. Lessons are in the classroom with the teacher present.

Representatives of the Roman Catholic and Protestant faiths coordinate Religion. These programs are accredited by the Council for Christian Education in Government Schools (a group representative of all mainstream Protestant and Catholic faiths). The school offers this program on a weekly basis in all years except 5 & 6. Years 5 & 6 take part in a Religious program (3hrs) over 3 days in Terms 1 & 3. .

#### **4.5 Music**

In Year 4, 5 and 6, children are offered instrumental tuition, which is provided by the School of Music teachers and instructors. This currently includes percussion, guitar, woodwind and trumpet.

#### **4.6 Integrating Information Technology into the Learning Process.**

The school will provide opportunities for all students to access and develop competencies with the broadest possible range of Information and Communication technologies (ICT). Computers, iPads, Digital Still and Video Cameras, Interactive smart boards and Audio Visual Equipment are used as tools that support and develop learning and enhance educational outcomes.

Our school supports the belief that through Information and Communication Technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable and support our students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative way. The school supports and develops the concept of Digital Citizenship in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum.

It is crucial that students understand what they should and shouldn't be doing online.

Behaving safely online means:

- protecting your own privacy and personal information
- selecting appropriate places to work and contribute
- protecting the privacy of others
- being proactive in letting someone know if something does not seem right

### ***Acceptable Use Guidelines***

The school is providing students access to the school's electronic network. This network includes Education Department Internet access, email, computer services videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between the home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are expected to reinforce this behaviour at home.

The Acceptable Use Guidelines document contains the expectations for students' acceptable use of the school's electronic network.

Using a mobile device such as a camera in a responsible way by:

- a. Only taking photos and recording sound or video when it is part of a class or lesson and I have teacher approval
- b. Seeking permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- c. Seeking teacher permission before uploading any content to websites (e.g. blogs)

The Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities. Failure to adhere to the Acceptable Use Guidelines - WILL result in the student forfeiting their privilege to be part of the Larrakeyah Primary School Electronic Network and possible consequences aligned to the school's Care and Conduct policy.

All students must sign an Acceptable Use Agreement before they use the internet. Children in Transition to Year 2 can have their agreement signed by their parent and children in Years 3 to 6 can sign their own after discussing the agreement with their parents.

### **4.7 Buddy system**

The school has a buddy system whereby primary classes are teamed with an early childhood class for social and emotional support and peer tutoring. Some of the activities may be outdoor and indoor games, craft, reading and IT.

### **4.8 School Based Constable**

The school shares a School Based Constable with several other schools. The role of the Constable is to provide a positive link between the school and the Police, to present as a

positive role model for the students, to assist the school in police related matters and to work in classes.

#### **4.9 Children with Special Needs**

Classroom programs fulfil the needs of children at Larrakeyah to cover the curriculum and student needs. We do recognise that some children have learning needs in various areas that may require extra assistance. Extra assistance may be delivered in a variety of ways: in-class support, small group withdrawal or one-on-one assistance, for a variety of reasons: extension, intervention etc. Discussions between parents and teachers are strongly encouraged to create dialogue in regards to student needs. In some instances children may be referred to Student Services or the Children's Development Team.

#### **4.10 English as a Second Language**

Larrakeyah has the resources to cater for students, ranging from Preschool to Year 6, from non-English backgrounds. Students are supported at the mainstream level.

#### **4.11 Entry in to Middle School**

Larrakeyah is a feeder school for Darwin Middle School. That is, students from Larrakeyah Primary School have priority placement and are automatically allowed to attend the school. Parents may however choose alternative avenues for secondary schooling. Orientation to Darwin Middle School is arranged late in each year so that students have the opportunity to learn about aspects of high school life.

#### **4.12 Home Liaison Officer**

The Home Liaison Officer, based at Darwin Middle School, is appointed to a cluster of schools. At the request of the Principal the HLO may help to establish communication with a parent if this is proving difficult. The officer also serves to help establish a rapport between school, teachers and parents.

#### **4.13 Extra-curricular Activities (ECA)**

Larrakeyah students participate in many activities, which may include the following: Education Week, Northern Territory Eisteddfod, National Maths, English and Science Competitions, Debating, Tournament of Minds, Life Education and sports such as; athletics, football, swimming and cross-country running.

Some of the activities arranged through the school are dependent upon the involvement of parents.

Extra-Curricular Activity Program: This innovative and holistic program is designed to enhance classroom learning by expanding the curriculum and helping children develop new skills and interests. The ECA program provides students with the opportunity to challenge themselves, enhance their learning and achieve in a variety of contexts. Activities are offered each term and may include any of the following plus others:

Masterchefs; Indonesian; Chinese (Mandarin); Tai Chi; Pottery; Robotics; Touch Rugby; Softball; Teeball; Maths Problem Solvers; Jazz Dance; Painting; Music Appreciation; Aerobics; Self-worth and confidence; Athletics; Yoga; Construction; Digital Imaging; Sketching; Knitting, Soccer, Ball Skills, Ice Skating, Tennis, Young Tunes, Cooking Classes, Lego and Curious Scientists.

#### **4.14 Excursions**

Excursions are arranged if relevant to the curriculum. When there is a cost associated with the excursion, parents are expected to pay. Details of excursions are provided 2 weeks before the excursion is to occur. Students are only allowed to go on excursions with parental permission and payment (where applicable) and must wear school uniforms on such occasions.

## **5. Parent/School Communication**

Larrakeyah teachers encourage parents to be involved in their child's education. Open communication between parents and teachers is strongly promoted.

### **5.1 Reporting to Parents**

Three-way Conferences involve the parents, child and class teacher. These conferences take place during Terms 1 and 3.

Larrakeyah School uses A to E reports in all key learning areas. A written report is sent home at the end of Terms 2 and 4.

If at any time you have a concern regarding your child(ren), we ask that you contact the school, by phone or in writing, to arrange an interview with the teacher in the first instance, or if needed an Assistant Principal

### **5.2 Newsletters**

The fortnightly school newsletter is an important way for you to find out what is happening at school. It also provides information about community activities which may be of interest. We encourage all families to read the newsletter. Additional information that is important to your child will be sent home with him/her from time to time. On alternate weeks we also send a fortnightly Digest Newsletter that includes quick updates. Newsletters are emailed to parents. Parents are encouraged to register for Newsletters by contacting the office and by providing their email addresses.

### **5.3 Defence School Transition Aide**

The DSTA aims to help with the smooth transition of mobile Defence children from school to school and across curriculum jurisdictions. The DSTA position is funded through the



Department of Defence to facilitate the best possible outcomes for children of Defence Force members.

The Larrakeyah DSTA is available to assist with settling in to Larrakeyah, ongoing issues and with moving to another school.

Contact the DSTA through the school office.

#### **5.4 Website**

The school website is another valuable tool for locating information. The website displays upcoming events, important dates, policies and handbooks. The website also contains background information about the school and current programs being run.

#### **5.5 Skoolbag App**

The Skoolbag app is a school to parent communication tool. This app can be downloaded onto your phone or tablet and provide reminders and school information at your fingertips.

## **6. Home Learning**

### **Background**

Larrakeyah Primary School has become immersed in Visible Learning which is based on the research of John Hattie. As part of his research, Hattie has created a formula for measuring effect size in student's learning (an effect size is the measure of a phenomenon in a population). Hattie's research shows that traditional homework has an effect size of 0.29. Hattie states anything below 0.4 does not have a significant effect in developing student's learning. However the research does conclude that there are three activities that students can complete at home that does have a positive impact on both learning and wellbeing and they are:

1. Home reading.
2. Activities that promote automaticity in literacy skill and development – for example spelling and sight words.
3. Activities that promote automaticity in numeracy skills and development – for example learning times tables.

### **Home learning across the whole school:**

Larrakeyah Primary School encourages parents to listen to their child as often as possible and to discuss school activities daily. The primary objective of doing home learning is to bring aspects of school life into the home. It can be useful for parents to review and discuss their child's efforts with them. Students who are on Lexile will have the opportunity to select books from the library to read. Students who are on PM levels are encouraged to read their PM reading book/s.

### **Home learning in Early Childhood Classes (Transition – Year Two):**

Written homework is not an expectation for children in these year levels. Rather, we encourage oral reading each night.

Shared reading is an important way for parents to assist in literacy development. Students are provided with levelled readers to complete throughout the week and are encouraged to

return them daily. Students are also provided with a log on and password for Reading Eggs ([www.readingeggs.com.au](http://www.readingeggs.com.au)) to use at home. To assist students with their literacy development it is strongly encouraged that students develop a bank of Sight Words. These will be provided for your child within their homework book/folder.

Teachers are able to suggest many ways in which parents can assist children to develop literacy and numeracy skills. Any other work (oral language, maths) is set at the discretion of the classroom teacher. Please discuss your child's home learning needs with the teacher if required.

## **7. Library**

The library is open from 8:00 am to 8.15 am, at lunch time and after school from 2.45 to 3pm to allow children to borrow books. Children are asked to provide a bag (separate from their school bag) for library books.

All students are able to have out on loan a maximum of two items and are also free to borrow books as often as they wish with a time limit of two weeks for each book.

## **8. Canteen**

Children are able to purchase lunch and recess at the canteen. Children ordering lunch must place orders through their classroom each morning. Recess is purchased during recess time, at the canteen. Canteen price lists are available from the main office or canteen, as well as being displayed in the classrooms. The price lists are updated as appropriate.

The canteen also has the option of ordering online through the app store: Our Online Canteen. Sign up at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) for FREE. The details are on the school website – Canteen.

## **9. Health, Medical and Safety Information**

### **9.1 Refrigerators**

Refrigerators are available in all classrooms for storage of students' lunches. The school supports healthy eating and encourages children to bring healthy and nutritious food to school for school lunches. Parents should not give their child a bulky insulated lunch box as they take up a lot of room in the fridge.

### **9.2 Microwaves**

All classes in Year 3 – 6 are equipped with microwaves to heat lunches for students. The use of microwaves in classes is strictly supervised by teachers. Any food being heated in a microwave must be in a microwavable container. Due to safety reasons no liquids will be heated.

### **9.3 Water Intake**

The extreme heat of the tropics can easily lead to dehydration in children and adults. It is strongly recommended that everyone consume two to four litres of water daily. Cold-water bubblers are situated in several locations around the school and children are encouraged to use water bottles.

#### **9.4 Hats / Footwear / Sun cream**

Larrakeyah Primary School is a Sun-Smart School. The full policy is available on the school website. Children are expected to have hats and to wear appropriate footwear to school. Broad brim hats are to be worn at all times when the children are outdoors. For safety reasons thongs are not appropriate. Children are to wear broad brimmed hats and footwear that will allow them to run, play, and participate in physical activity.

All classes have sun cream which students can apply before recess and lunch and any physical activity. Teachers are not allowed to apply sun cream to children. If parents would like an alternative sun cream to what is available in the classroom, they must supply this themselves. Sun cream will be available for all excursions and it is the expectation that children regularly apply sun cream.

#### **9.4 Medication**

At times, it is necessary for medication to be taken during school hours. When this occurs, please take the medication to the front office. The front office team will be able to provide the necessary paperwork for parents to fill in and sign, which will provide permission for the school to administer the medication.

Parents must notify the school if their child is on regular medication.

#### **9.5 Sickness and Injury at School**

Sick children should not be sent to school. They may pose a risk to the health of others and may increase the severity and length of their own illness.

The school has a sick bay where children who are hurt or become ill at school may lie down quietly. If the child is too ill to be at school or a serious injury occurs, parents are contacted.

It may be considered necessary to have the child taken immediately to the hospital or the local practitioner for medical attention. In such cases the school will not be responsible for any costs incurred other than the ambulance for which the school has ambulance cover.

Please ensure your current emergency contact number is on all school records.

A staff member with a current First Aid Certificate carries out the administration of first aid or is available to assist in an emergency.

#### **9.6 Dental Services**

The Northern Territory offers a free dental service for school age children. Our local clinic is at Stuart Park Primary School. Parents are expected to take their children to and from the appointment. If you would like to make an appointment, contact Imogen on 8981 5250.

For any emergencies or queries parents can contact the Darwin Dental Clinic directly - Phone 8922 6466. The Clinic is not staffed on a full-time basis. If you require assistance at other times - Phone 8981 6260.

### **9.7 Head lice**

It is the parents' responsibility to check and treat their children for head lice. If we are aware of the problem we will advise the parent that treatment is necessary. Notes are sent home with the children if there is an incidence of head lice in the class. Further information is available from the school or Community Health Centre.

### **9.8 Infections and Communicable Diseases**

If your child has an infectious disease or a contagious condition, he/she should be kept away from school until recovered. It is requested that parents notify the school as soon as an infectious disease is diagnosed. For a more comprehensive list of infectious diseases please refer to the Department of Health website.

Exclusion Times: A table from Territory Health Services which clearly outlines exclusion times from school for a variety of common illnesses can be found at the end of this handbook. Please contact the school if you have any direct questions or concerns regarding these issues.

Some communicable diseases require exclusion from school.

It should be noted that the periods of exclusion given in the table are MINIMUM PERIODS. The doctor who is treating the patient may increase them if convalescence is slow, but they are not to be shortened.

<i>DISEASE</i>	<i>Patients – periods of exclusion</i>	<i>Contacts – periods of exclusion</i>
Chicken Pox (Varicella) & Shingles	Exclude until all lesions have crusted, no moist sores. Re admit when fully recovered from shingles.	Not excluded.
Giardia	Exclude until treatment and diarrhoea have stopped.	Not excluded.
Conjunctivitis	Exclude during acute stage of infection – re admit when discharge has ceased.	Not excluded.
Glandular Fever	Exclusion is not necessary.	Not excluded.
German Measles Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded.
Measles	Exclude for 4 days.	Not excluded.
Impetigo (School sores)	Re-admit when sores fully healed or if appropriate treatment is being applied and exposed sores are fully covered with a water tight dressing.	Not excluded.
Ringworm Scabies Pediculosis (Lice)	Re-admit once appropriate treatment has commenced.	Not excluded.

## **9.9 Dogs**

Pets should be left at home. Dogs create hygiene and control problems and must not be brought to school or exercised on the school grounds.

## **9.10 Emergency Procedures**

### **Cyclone**

In the event of a cyclone, parents must collect their children from school immediately following the Radio Broadcast Evacuation Request. Children should be collected from their classrooms.

Adults, other than parents, may collect a child after signing the appropriate form supplied by the teacher.

If children remain at school and a cyclone is imminent they will be accompanied to a cyclone shelter by the Principal. If this becomes necessary, information concerning the location of the children will be posted on the front door.

Larrakeyah Primary School is not a designated cyclone shelter - the nearest shelter is behind the Supreme Court building.

A copy of the school's cyclone plan is available on request.

### **Fire and other Emergencies**

There is a predetermined evacuation procedure for fire or other emergencies. A continuous ringing of the fire bell signals this. Regular fire drills are conducted.