



# Information Booklet 2023



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# Welcome



Longwood Primary School nurtures, challenges and celebrates the individual in an environment that inspires curiosity, courage and respect. We are proudly a compelling alternative to the more traditionally structured larger schools.

Located just off the Hume Freeway (16km south of Euroa and 23km north of Avenel), Longwood Primary School has been educating children from the local township and surrounding farmland areas since 1888. The school is set on seven acres of expansive grounds that offer a stimulating physical environment.

We have a current enrolment of **53 children** and a strong family focus. We believe the social and emotional development of our students depends on active and regular engagement with their families and a sustained connection to the local community.

At Longwood children have the freedom and support to pursue their individual interests and passions. Our highly skilled staff form meaningful and sustained relationships with students and have a deep understanding of how children learn. We pay careful attention to the development of each student and set high standards for all. We know young people have brilliant ideas and can do amazing things.

Longwood is all about opportunity and possibility. We know that given the right conditions every student has the capacity to grow to their full potential and we work hard to create those conditions. Our facilities inspire play-based learning, creative endeavour and extended inquiry. If your child's passion is the great outdoors, we are fully equipped for their learning journey. Our spacious grounds consist of playground, sandpit, oval and bushland, including a chicken coop, woodwork annex, greenhouse and market garden. We also have two large synthetic grass sports areas and an under-cover area that provides plenty of shelter for outdoor play on rainy days. We are always looking to improve our school buildings and grounds to create the best learning environment for our children. In 2022, upgraded facilities included a new toilet block, classroom portable and synthetic play area.

The Longwood Primary School community is justifiably proud of its small but vibrant school!

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## School Values

**Confidence** – to approach the new and the familiar

**Humour** – to embrace all we do and all we face

**Integrity** – in all our actions

**Persistence** – to overcome all that is before us

**Support** – of each other within our community

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*School publications and policies are available on the school website [www.longwoodps.vic.edu.au](http://www.longwoodps.vic.edu.au).*

Staff



**Travis Stefanos**  
Principal  
PE/Classroom Teacher



**Erin Trembath**  
Junior Class



**Laura Sommers**  
Middle Class



**Annaliese Cronin**  
Senior Class/ICT,  
Welfare Coordinator



**Bec Lurati**  
Senior Class/Drama



**Yvonne Huggins**  
Education Support



**Jaiden Ure**  
Education Support &  
OSHC Coordinator



**Josh Mosely**  
School Chaplain



**Ayako Mizushima**  
Japanese



**Rowena Booth**  
MACC – Art Van



**Fiona Smith**  
MARC – Library Van



**Dee Wright**  
Business Manager



## School Calendar

<b>Term Dates</b>	<b>2023</b>	<b>2024</b>
Term 1	30 January* – 6 April	30 January* – 28 March
Term 2	24 April – 23 June	15 April – 28 June
Term 3	10 July – 15 September	15 July – 20 September
Term 4	2 October – 20 December	7 October – 20 December

\*students commence

## **Curriculum Days**

Government schools are provided with four student-free days each year for development, planning and reporting purposes. The first day of Term 1 is a student-free day in all government schools. The remaining three student-free days are determined by the school and will be announced in our newsletter in advance.

<b>Public Holidays</b>	<b>2023</b>	<b>2024</b>
Australia Day	Thursday 26 January	Friday 26 January
Labour Day	Monday 13 March	Monday 11 March
Good Friday	Friday 7 April	Friday 29 March
Easter Monday	Monday 10 April	Monday 1 April
ANZAC Day	Tuesday 25 April	Thursday 25 April
King's Birthday	Monday 12 June	Monday 10 June
AFL Grand Final	Date TBC	Date TBC
Melbourne Cup	Tuesday 7 November	Tuesday 5 November

## **School Hours**

Session 1	9am – 11am
Morning Play	11am – 11.30am
Session 2	11.30am – 1.30pm
Afternoon Play	1.30pm – 2.15pm
Session 3	2.15pm – 3.30pm

An Outside School Hours Care (OSHC) program is available from 7.30am to 8.30am and 3.30pm to 5.30pm.

## Curriculum

Victorian government schools are required to use the Victorian Curriculum F–10, which sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for lifelong learning, social development and active and informed citizenship. It provides a comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

Longwood students are high achievers and consistently score well above the expected levels across the curriculum. Our students' educational journeys are underpinned by Individual Learning Plans (ILPs) carefully tailored to ensure their specific learning needs are met.

Small class sizes and additional classroom assistance enable us to provide support for all students at their point of need. The classrooms operate on a junior and senior division with flexible groupings across the school in a range of subject areas. The use of computers and iPads is incorporated into the curriculum.

## Literacy

At Longwood Primary School we nurture a love of the English language in everything we do. Our students participate in Reader's and Writer's Workshops every day commencing from 9am. Both workshops begin with teachers conducting strategic mini lessons that model the daily expected learning intentions and success criteria for all students.

During these sessions students read, write and talk about their reading and writing while being supported by staff through one-to-one reading conferences and small strategic focus groups. With guidance, students set individual goals for learning and monitor their progress. They use Reader's and Writer's Notebooks to record their thinking, ideas, understanding and wonderings.



At Longwood Primary School we ensure all students:

- appreciate, enjoy and use the English language
- learn to listen to, read, view, speak, write, create and reflect on spoken, written and digital texts across a range of contexts
- understand how Australian English works in its spoken and written forms
- develop an informed appreciation of literature
- understand the power Australian English has to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue

### Reading Diaries

Students are encouraged to read at home every night and will be given a reading diary to record their efforts. Reading Awards are presented every 25 nights.

Parents are given the opportunity to participate in learning workshops that provide them with the strategies they need to support English learning at home. They are encouraged to support their child by listening to reading every night.

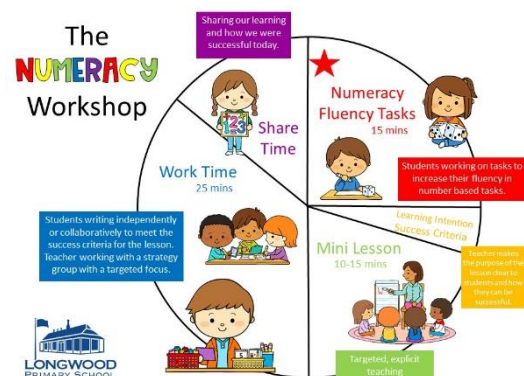
### Numeracy

At Longwood Primary School we believe all students have the skill required to be a mathematician.

Our daily numeracy sessions include number-based skill acquisition, a specific learning intention, real-life application of the skills, practise and reflection of skills learnt followed by future goal setting.

As mathematicians we:

- provide experiences to explore our learning
- practise number fluency daily
- value engaging and challenging mathematics with hands-on real-life problem-solving
- use mathematics in all aspects of our little school from cooking to building



### Inquiry

Our Inquiry program runs on a repeating three-year cycle and covers all aspects of the Victorian Curriculum, emphasising Literacy and Numeracy. For our Inquiry-based learning we focus on investigative and skill-based learning while expanding the knowledge and understanding of Science, the Humanities and Design and Technology.

## Specialist Programs

### Japanese

Weekly lessons are provided by Japanese teacher Ayako Mizushima (Mizu Sensei). Students learn aspects of speaking, listening, reading and writing through fun activities including songs and origami paper folding. Cultural study is also important, with students learning about celebrations, food and lifestyle.

### MACC – Art Van

A specialist Art teacher visits every fortnight as part of the MACC (Mobile Art Craft Centre) program, which provides quality art education to children in small rural schools. They provide art sessions which extend and challenge children, increasing their confidence and creativity. Students are given the opportunity to work with an exciting array of materials and techniques.

### MARC – Library Van

The MARC (Mobile Area Resource Centre) van visits the school every fortnight. The program is run by a specialist teacher and provides students with lessons on research skills and using a library. Students are provided with a library bag to borrow books from the MARC van.

### Physical Education

The PE program is designed to offer our students as many different sporting opportunities as possible in a fun environment. It focuses on the importance of a healthy lifestyle and building a positive sporting spirit.

## Other Programs

At Longwood Primary School we aim to expose our students to as many different programs as possible. This can happen in various ways, but we always endeavour to give our children an opportunity to try new things.

### Drama

Students participate in drama activities during Friday rotation sessions as well as taking part in mini games during class-time breaks. All students are involved in the annual school production, learning about stage management, prop construction, rehearsal and performance.

### Cooking

Regular cooking classes in our kitchen help equip our students with real-life skills, encourage independence and cater for the budding chefs in our cohort. Students have access to the kitchen at all times throughout the day for breakfast and lunch.

### Gardening

Students take a hands-on role in the construction of garden beds, the growing of fresh produce for the school cooking program and the propagation of plants to sell at the local farmers market. They are taught about sustainability as we recycle food scraps through our chooks and worm farm.



## ICT

The school provides access to laptops and iPads and teaches our students to be tech savvy. They learn about cyber safety, working with computer applications and multimedia, internet research skills, coding and robotics.

## Woodwork

Students have access to a woodwork shed where they can build whatever their minds can conceive. They use construction skills while making cubbies on our spacious grounds and they contribute to the building of animal enclosures, garden beds and greenhouses. Next on the agenda: a ninja warrior course!

## Assessment & Reporting to Parents

Assessment is an important element of a teacher's work and we use our assessment data to inform our teaching programs. Students also set personal learning goals, to reflect and self-evaluate their learning with the support of their teachers.

Students are encouraged to be constantly working towards their Literacy and Numeracy goals with regular conferences with the teacher to discuss what they have been working on and what they need to do next to achieve their goal.

NAPLAN (National Assessment Program – Literacy and Numeracy) tests are conducted for students in Grade 3 and 5. Tests are set by the government and held in May, with results provided to schools around August.

Parents receive written reports against the Victorian Curriculum progression points twice a year (June and December). Interviews are offered in Term 1, and in Term 3 if requested. Students attend parent/teacher/student interviews to ensure they are involved in the learning process.

Teachers are available before school and after school every day for an informal chat, or parents may make an appointment to come up to the school at any time and speak to the teachers if they have any concerns about their child.

## Assembly

A student-led school assembly is held at 9am each Monday morning. After our Acknowledgement of Country, we sing both verses of the national anthem and awards are given out to students to acknowledge special achievements during the previous week. We would love to see you there!

## Attendance

Parents are asked to encourage regular attendance and punctuality; however, a child's health is of prime importance and a sick child should be kept at home. Please let the school know via uEducateUs (p10) if your child is going to be absent. If you wish to take your child out of school for a morning or afternoon, please notify your child's teacher.

## Book Club

Educational publisher Scholastic Australia operates a nationwide Book Club through schools, supplying quality children's books at reasonable prices. Each Book Club issue contains curated, age-appropriate titles. Orders are placed online, and books are delivered to school for distribution to students in class. For every Book Club order placed, Scholastic gives back 20% of the order spend to schools to purchase valuable educational resources.

## Breakfast Club

Thanks to sponsorship from a generous local organisation, we hold Breakfast Club at 8.30am every Thursday morning. All students, parents and staff are welcome!

## Bushfire Management

Longwood Primary School is included in the Victorian Department of Education and Training's bushfire at-risk register (BARR). Inclusion on this register is a trigger for the school to pre-emptively close on days declared Code Red.

## Camps & Sleepovers

### **Junior Sleepover**

To introduce our junior students (Foundation to Grade 2) to the camp experience, we hold a sleepover at school towards the end of each year.

### **Senior Camp**

A camp is held each year for our senior students (Grades 5–6), giving them the opportunity to explore new environments and develop their self-confidence, independence and organisational skills. Our students are heavily involved in the planning of these trips. Camps usually run for between three to five days.

### **Somers School Camp**

Grade 5 and 6 students also have the option to attend a nine-day camp at Somers. The camp program blends a range of outdoor and environmental education activities in a safe and secure environment. Somers hosts 160 children and visiting teachers, and schools get an allocation every second year.

## Communication

It is important that all contact details are kept up to date. To communicate with our families, we use uEducateUs and Facebook Messenger, as well as our school website.

### **Newsletter**

The school newsletter keeps families abreast of school activities, including a regular listing of

events and important dates. It is distributed every second Monday by hardcopy and email and can also be found on our website.

### **uEducateUs**

At Longwood Primary School, we use the online system uEducateUs ([www.ueducateus.com.au](http://www.ueducateus.com.au)) to send important communication updates and issue permission slips for events. It is also used by parents to submit notices of absence.



### Computer & Internet Access

Students use laptops and iPads daily to enhance the school program. All students have access to the internet as part of their schoolwork. An agreement outlining conditions of use must be signed by both student and parent before students can use the internet.

### Conveyance Allowance

To be eligible for a conveyance allowance, a primary school child must reside not less than 4.8km via the shortest practicable route, by car from the nearest state primary school or bus stop. Parents of children who qualify for the Conveyance Allowance should collect and complete an application form from the school.

### Enrolment

Longwood Primary School runs regular tours throughout the year for prospective students. If you would like to tour the school and meet the principal, please contact Travis Stefanos on 0413 494 953 to arrange a suitable time.

For incoming Foundation students, a series of sessions are held during Term 4 to help the children transition from kindergarten into primary school. For students enrolling in other year levels, we offer a transition day in December (on statewide transition day) or we can easily arrange half or full transition days prior to enrolment start date.

All children starting primary school must be five years of age by 30 April of the commencement year. To enrol your child at Longwood Primary School, you will need to provide us with a completed enrolment form, proof of age (birth certificate) and an Immunisation History Statement. You can download the enrolment form from our website or collect a copy from the office.

### Excursions & Incursions

At Longwood we work hard to engage students in practical and active experiences beyond the classroom while developing a range of skills and understandings. Our students take part in numerous excursions and incursions throughout the year for various educational purposes. A notice will be sent home containing information about the excursion with a permission form attached. Please complete the form and return it to school together with any

money that may be required before the day of the excursion or incursion.

## Food

We know a nourished, well-fed child is best placed for maximum learning, so staff and students eat lunch together every day. We also run a breakfast program from 8.30am each Thursday morning and have emergency lunches on hand when required.

We encourage children to eat healthy and drink water throughout the day for optimal learning and play. A daily fruit/vegie break is taken at 10am. Students are welcome to supplement their snack box with produce from our vegie garden and orchard.

Our refurbished kitchen is student friendly. The school microwave, toasted sandwich maker, stovetop and oven are made available to students each day. Students may use the plates, bowls, cups and cutlery in the kitchen. Every week we enjoy 'Pie Day Friday' where staff and students are welcome to bring in pies and sausage rolls for their lunch. Sauce is provided.

## Head Lice

Head lice is generally not an issue at Longwood Primary School, but please check your child's hair regularly. If your child has head lice, you must notify the school and treat your child's hair before they return to school. We encourage students with long hair to tie it back.

## Homework

While our students do most of their learning at school, basic homework gives parents the opportunity to become involved in their child's learning too. Students are required to read each night and practise their spelling words from the SMART Spelling program. Our juniors also practice their 100 most used words.

## Illness & Injury

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. If your child contracts an infectious disease (p17), please inform the school as soon as possible.

If a child becomes ill at school, a parent, guardian or emergency contact will be notified, and arrangements made.

Accidents at school are rare but do happen. If your child is involved in a serious accident you will be contacted immediately, and the principal or delegated staff member will contact an ambulance. As ambulance benefits are no longer available to schools, the cost of using an ambulance is a parent/guardian responsibility; we recommend that you have an Ambulance Victoria membership. Department policy advises that no teacher may transport injured children to a hospital or doctor.

If we administer any first aid to your child, you will be notified. All staff members are trained annually in CPR, anaphylaxis, asthma and basic first aid.

## Medication

If your child requires medication during school time, please ensure the child's teacher is handed the medication with written instructions on dispensing it. Any medication to be administered by staff must have a personalised dosage and instruction given by a doctor. Alternatively, you may come up to school and give your child the medication yourself.

If your child develops a medical condition, please inform the school. Parents of children who suffer from allergies, asthma or anaphylaxis must provide the school with an action plan (provided by their doctor) and ensure their contact details are always up to date.

## Newsletter

The school newsletter keeps families abreast of school activities, including a regular listing of events and important dates. It is distributed every second Monday by hardcopy and email and can also be found on our website.

## Outside School Hours Care (OSHC) Program

Longwood Primary School runs its own School Council run OSHC program. Coordinator Jaidy Ure provides activities including craft, cooking and sports to entertain and maintain physical health and well-being. Healthy breakfast and after school snacks are also available.

## Parent Involvement

Longwood Primary School values and encourages active participation from our families. Parents are welcome in any capacity they wish to support our school. We hold working bees and fundraising events throughout the year, or you might consider joining our School Council (p13).

We do ask that our parent volunteers hold a valid Working with Children Check. These are free and can be applied for online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). We also request that all visitors sign in and out when on the school grounds.

## Personal Belongings

Toys, equipment, games etc are brought to school at the child's own risk. The school cannot be held responsible for any loss or damage that may occur. If you are unsure about letting your child bring something along to school, then it should be kept at home. We encourage students to name toys, equipment and games brought to school.

## Photographs

Professional school photographs are taken annually, usually in Term 1. We also take photographs of our students for awards, sports, class activities and special events. With parent consent, these photos may be used for school newsletters, displays or local



newspapers, or published electronically on our website or Facebook page.

### School Concert

Longwood students and staff have terrific fun showcasing their talents at the end-of-year extravaganza. The evening includes a whole-school play, individual student acts, Christmas carols, Japanese-language songs, award presentations and a farewell to our Grade Six students, followed by the long-awaited arrival of Santa and supper.

### School Council

The School Council consists of parents, teachers and members of the community. As the official management body of the school, it is charged with the responsibility of reviewing educational policies, maintaining facilities and grounds, overseeing financial operations and ensuring a quality education for all our students.

Details of School Council elections are sent out in February. The School Council convenes twice a term. All parents and staff are welcome to attend meetings, but only elected members may vote.

<b>President</b>	Carl Norton
<b>Parent Members</b>	Janelle Pitts Charlotte Langman Josh Cronin
<b>Community Members</b>	Anne Murray
<b>DET Representatives</b>	Yvonne Huggins Travis Stefanos Erin Trembath Rose Young

### School Fees

School fees (reviewed annually) cover the cost of classroom materials and the running of specialist programs. Parents are charged for excursions and other activities as they occur throughout the year. We try to keep costs at a minimum. Fees for 2023 are \$230 per student.

### School Nurse (Child & Family Health Program)

The Child & Family Health Program offers all Victorian children a health assessment in their first year at school. The program is delivered by school nurses. It gives parents, teachers and nurses an opportunity to work together for the wellbeing and educational progress of children. School nurses are also available to see children from other grades whose health is of concern to parents or teachers. For information, please speak to your child's teacher.

### School Jobs

We encourage and support our students in taking pride in our school. Each day students complete daily jobs including tending to our guinea pigs and chooks and tidying the playgrounds, classrooms and communal areas. These jobs include taking out and emptying bins, vacuuming, cleaning tables, and loading and turning on the dishwasher.

### School Sports & Cross-Country

Our school joins with a group of other small schools for an annual Sports Day, held every September in Benalla. This gives our students the chance to compete against other students their age. We also join with schools in our area to compete in cross-country.

### Student Wellbeing

We consider ourselves one large family at Longwood Primary School, and we take great pride in forming positive relationships. We look out for each other and treat each other with kindness and respect.

Each child is considered as both a unique individual and an integral part of the school community. Their wellbeing, engagement and self-expression is highly important. We emphasise individuality, creative and critical thinking, and social inclusion. We encourage effort, thoughtfulness and compassion in everything we do.

At Longwood we have access to all student services from speech therapists to social workers. We employ a school chaplain, Josh Mosely, to work one day a week with children in need. Josh runs hands-on activities, giving children the space to talk while improving school grounds and pride. With his help our students have constructed chook sheds, garden beds and a greenhouse to allow them to have produce to run a stall at the local community market.

Longwood Primary School is committed to the implementation of Child Safe Standards to promote the safety and wellbeing of all young people.

### SunSmart

We are an accredited SunSmart school. During Terms 1 and 4 all students must wear a broad-brimmed hat. The Parents Club provides each student with a pair of sunglasses and a hat, which are kept at school to wear during the summer months. Replacement hats are available at a cost of \$10. Sunscreen is available at school and children are encouraged by staff to use it at play times and during PE sessions.

### Sustainability

At Longwood we work hard to reduce, reuse and recycle. We welcome food scraps for our chooks and worms and have a Cartridges 4 Planet Ark collection bin for used printer cartridges (available to all members of the community).

## Swimming Program

Towards the end of each year, we conduct a whole-school swimming program at one of the local area pools. This program is run free of charge through our involvement in the Sporting Schools initiative.

## Transition Program

### **Kinder–Foundation**

Starting primary school is a significant milestone for all children, and a successful and enjoyable transition to school will allow your child to commence Foundation with confidence. Our transition program provides an opportunity for students to meet their fellow classmates and begin the process of establishing friendships within their own year level and across the school. Students can familiarise themselves with the new environment and get to know our teaching staff.

Our transition program commences with Open Days in Term 2.

Prospective Foundation students then attend on a weekly basis throughout Term 4. They initially attend for short one-hour story-time sessions with our students, which gradually extend to half-day sessions where they participate in a Literacy and Numeracy activity. The program ends with two full-day sessions that include a Literacy and Numeracy activity as well as a Japanese or Art activity, a buddy session with the seniors and a PE session.

The transition schedule for 2023 will be confirmed closer to Term 4, once we have been able to coordinate dates with prospective families and the local kindergartens. The statewide transition day is Tuesday 12<sup>th</sup> December.

During the school commencement month of February, Foundation students attend four days a week, with no school on Wednesdays. Over the course of these Wednesdays, teachers will roster an interview with the child and parent(s) to conduct some testing and provide a general information-sharing opportunity.

### **Years 6–7**

Throughout the year, our Grade 6 students attend various days organised by Euroa Secondary College (ESC) as part of their transition program. These days are activity based and give students a good idea of secondary college programs. We have close contact with ESC's transition coordinator to ensure our students are well-placed regarding their social needs and are given the best opportunity to succeed. Grade 6 students attend their chosen school for the statewide transition day held in mid-December.

## Uniform

The school uniform consists of a navy and sky-blue polo shirt with school logo (\$20), a navy hoodie with school logo (\$25) and navy bottoms of your choice. There is also the option to wear blue-and-white check dresses. Shirts and hoodies can be purchased directly from the school. Navy shorts, skorts, skirts, leggings or tracksuit pants and dresses can be purchased

from any clothing store – Kmart, Big W and Target are all good options.

The Parents Club provide each student with a pair of sunglasses and a broad-brimmed hat, which are kept at school to wear during the summer months. Students must wear close-toed shoes – sneakers are practical and popular. The uniform must be worn for all excursions.

## Infectious Diseases – School Exclusion Table

Minimum period of exclusion from primary schools and children’s services for infectious diseases cases and contacts:

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children	Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoeal illness	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed areas must be covered with a watertight dressing	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis (Whooping Cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Ringworm	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Streptococcal infections (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded

For more information:

[www2.education.vic.gov.au/pal/infectious-diseases/policy](http://www2.education.vic.gov.au/pal/infectious-diseases/policy)