



LINTON PRIMARY SCHOOL

#880

Information Booklet



We are a Healthy Achievement School!

28 Adair St
Linton 3360

Phone: 53 447 341
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Website: <https://www.lintonps.vic.edu.au>
Email linton.ps@education.vic.gov.au



School Information

Acting Principal:	Mr Stuart Robinson
Teachers:	Ms. Erin Mitchell Ms. Kirsty Sizeland Mrs. Gayle Munson MARC Van
Business Manager:	Angela Burgoyne
Education Support	Karen Foy Janenne Hinchcliffe
School Council President:	Mrs. Alison Kerr
School Address	28 Adair Street Linton, 3360
Telephone:	(03) 53 447 341
Email:	lintonps@education.vic.gov.au
Website:	www.lintonps.vic.edu.au



History of Our School

Linton Primary School is situated 30km south west of Ballarat. As a State Government Primary School, it has served the Linton Township and its rural hinterland since 1867. In 2017 the school joined with the local community in celebrating 150 years of primary education at Linton Primary School.

The focus at Linton Primary School is to create a happy, healthy learning environment. The curriculum at Linton provides instruction in all of the eight key learning areas based on the Victorian Curriculum – English, Mathematics, Science, the Arts, Physical Education, Technology, Humanities and Chinese Language.

The class structure at Linton Primary School is currently years Foundation to Year 2 in one class and Years 3 to Year 6 in another class. The Library lessons are complimented by a Mobile Area Resource Center (MARC) Van which visits once a week.

Parents play an important role in the operation of our school as ‘Parent Helpers’ within the school and through participation in School Council and the Parents and Friends Fundraising Group or as volunteers to support reading in the classroom.

Our school is situated on spacious well-kept grounds within a peaceful bush setting. The grounds are maintained with the assistance of a groundskeeper, parents and families, providing a pleasant, relaxed learning environment.

Linton Primary School has a strong focus on Information and Communication Technology as an integrated part of all curriculum areas. The school currently has a ratio of 1:1 student-to-computer which is equal to the state average.

In 2020 the school received funding to improve the grounds and building to make our environment more bushfire safe. The school building is a Shelter In Place. This has provided the staff and children of Linton Primary with the benefits of a safe place should a bushfire come our way. We have also received funding of \$1.978 million dollars to upgrade the internal buildings in 2021/2022. This is a very exciting project which is well underway. Building construction will begin in March 2022 – students will continue learning onsite with as little disruption as possible. Some parts of the school or grounds will be closed for short periods of time but during our Shelter in place upgrade, the students showed great resilience and thoroughly enjoyed watching the construction process.

Aims & Objectives

- To provide a stimulating environment which promotes self-esteem, hope and a positive vision for the future in an environment that is child focused, child safe, inclusive and welcoming.
- To play a positive role in encouraging children to persevere and aspire to high standards, while appreciating achievements in themselves and others.
- To provide a curriculum which is contemporary, stimulating, challenging and caters for each child’s individual points of need.
- To engender equal opportunity to nurture the development of each unique child in our care.



- To recognise and cater for the different physical, social, emotional, intellectual, cultural and moral needs of students.

- To foster a healthy attitude to work and learning and to acquire the skills of communication, problem solving, critical thinking and work-study habits for use in everyday life.
- To cultivate a sense of responsibility, self-discipline and cultural awareness.
- Take pride in the ongoing development of our school environment and value our identity as it is seen in the community.
- To provide opportunity for teachers to grow professionally in teaching skills by allowing for flexibility in organisation.
- To inspire and empower our children to make a difference in their world through local, community and World connections.

Code of Conduct

Below are extracts from the school's **Code of Conduct**, contained within the school's **Student Engagement Policy**. The student Code of Conduct was developed in accordance with the current Department of Education and Training (DET) Student Welfare and Discipline Framework.

The School will provide a secure and happy environment which caters for the needs of all children. Where respect for others is valued and children are given opportunity to develop relationships with teachers and other children.

Our Policy is based on the following Rights:

- The right to be safe;
- The right to be treated with respect;
- The right to work and play without interference.

The Student's Responsibilities are:

- To be honest, co-operative and friendly;
- Respect others;
- Follow the instructions of staff;
- Take care of school property and the property of others;
- Play safely



School Routine



Bell rings at 8:50 am
Learning commences – 9:00am
Morning Recess – 11:00am to 11:30am
Lunch – 1:00 to 2:00 pm (supervised eating of lunch 1:00 – 1:15 pm)
Dismissal – 3.30pm

Staff supervise the playground from 8.40am. School finishes at 3.30pm, with the yard supervised until 3:45p.m. Please collect children promptly and we appreciate a phone call if you are running late.

Telephone

As most of the staff are teaching during the day, it would be appreciated if calls could be made before or after school.

Routine for Prep during February

Prep children are not required to attend school on Wednesdays during February. We hope your child's Prep year marks the beginning of a rewarding educational relationship with our school.

Emergency Management / Bushfire Risk

Linton Primary School is a 'Category 2' school on the Department of Education's Bushfire at Risk Register. This means that there are several provisions that are activated at different levels of alert:

CATASTROPHIC (Vic Emergency Fire Danger Rating): **Linton Primary School is closed on Code Red days and no alternative program is offered.**

EXTREME (Vic Emergency Fire Danger Rating): **The Linton Primary School site is closed but an alternative program is offered at Delacombe Primary School.**

Families are asked at the beginning of the fire season and at the start of the year to indicate whether their child(ren) will attend or stay home to activate their personal bushfire plan.

Other measures are taken based on local conditions. For example, the oval may be closed in high winds and inside play offered during heavy rain or extreme heat conditions.

Supervision of Children

Children are supervised at all times whilst at school and on excursions. If you find it necessary to take your child from the playground during a break, please notify the duty teacher of your intention and sign the child out on the appropriate form at the front of the office.



School Council

The Linton Primary School Council consists of:

- The Principal (as Executive Officer)
- 2 Staff Representatives
- 5 Parent Representatives
- 1 Community representative

If you are interested in being part of School Council, please contact the office.

School Requisites

Curriculum learning Items

Booklist, Marc Van Library, Prep Library Bag

Optional items:

Camps and excursions, swimming

Other optional contributions:

General contribution, Library fund to replenish books in the library.

You can contribute to the cost of keeping the grounds neat and tidy if you wish.

Camps, Sports and Excursions Fund CSEF

The Camps, Sports and Excursions Fund is made available to families holding Health Care Concession cards. Information and application forms can be obtained from the school Office.

Conveyance Allowance

A Conveyance Allowance is available to parents where travel more than 4.8kms on the shortest possible route to get their student to their nearest school. Further details can be obtained from the School Office.

Enrolments

Children who turn five on or before 30th April are eligible to be accepted into Prep. Enrolments can occur anytime throughout the year for students who move into the area.

Transfer:

- When children are transferring from another school, a transfer is required. If you can forward copies of reports and record cards, this would be helpful for the teacher to assess the child and plan for their learning needs.
- When a child transfers to another school a transfer notice is mailed to the new school.



General Information

Permission Notes/Excursions

The School participates in a number of excursions in and around the district and Ballarat throughout the year. Permission is required for all children to participate in any out of school Excursions or School Camps. Full details of all excursions will be sent to Parents prior to the event.

Unless otherwise indicated, spending money or mobile phones are not to be taken on excursions.

School Absences

The Department of Education and Training requires that parents supply to the School an explanation of each day of absence by 9:30 a.m. A telephone call, text message or email to the school on the morning of the absence is required.

Lost Property

The Department of Education does not compensate nor hold responsibility for any items that a child may bring to school and is either lost or damaged. Please name all items, articles of clothing, jumpers and coats. These are often removed and put down outside during Recess and Lunch times and become 'forgotten items'. Each year we accumulate a large number of unclaimed items.

School Crossing

Children must wait until traffic has stopped before moving onto the school crossing. Please encourage your child to observe these rules and use the crossing correctly when the flags are out. Students must take care at all times.

Bicycles and Scooters

Bicycles and scooters must not be ridden in any part of the School Ground. All cyclists must wear a bike helmet. Children should not borrow bicycles or allow them to be borrowed. Bicycles and scooters must be wheeled NOT RIDDEN across the school crossing.

School Lunches

Please pack a realistic quantity of lunch for your child to eat. Children are supervised eating their lunch and any uneaten food will be sent home.

Each child is expected to have their own lunch box clearly named. No drinks in glass containers as a matter of safety for all. Once a week, students are able to bring a foil-wrapped lunch for heating (currently Wednesdays). Please clearly name the food. Canteen is Thursday, orders must be brought back to school no later than Wednesday morning. Order forms can be collected from the school office or class teacher.

School Sports

The Linton & District School Sports Association (LDSSA) holds an annual sports meeting at the Linton Recreation Reserve, during March/April, with the following schools participating: Linton, Napoleons, Cape Clear and Woody Yaloak (Ross Creek, Smythesdale, Scarsdale & Snake Valley campuses).

All children compete in the sports and Linton students participate in school uniform with runners. (No child can compete without footwear) A notice with all the details and a program will be sent out to parents prior to the event.



School Camp

School Camp will be conducted annually for Grades 3-6. There are times when a sleepover at school will occur particularly when COVID restrictions prevent camps from continuing. Sleep over is for years 1 to 3 and years 4 to 6 on separate nights.

School Photos

Individual and class photos will be taken during the year and parents are given the option to purchase these.

Book Club

Throughout the year, children may buy books through the Scholastic Australia Book Club. This is not compulsory; however, it does encourage children's reading development and provides the opportunity for parents to share the reading experience at home.

Fortnightly Newsletters

The Newsletter keeps parents informed of all important information, dates and coming events. Grade Expert Parent Portal is now available to parents, the portal will hold all important information and should be checked regularly.

Usually, notices or notes are also sent home on a Wednesday, please check your child's bag. Newsletters will be available on the Parent portal and school website unless a request for a hard copy is made. Please contact the Office if you require a hard copy.

School Concert

In the last two weeks of the school year, the school may host an end of year Concert with Christmas Carols depending on restrictions for gatherings. This event provides a wonderful family-friendly evening of entertainment.

Communication

The school uses Grade Expert as the preferred form for notices and contact with parents. Please make sure you check your emails daily. We will contact you through the mobile phone or school phone for urgent matters either through text messages or direct discussions. Staff are available after school at the school gates for 10 minutes most nights to meet and greet you. For any formal discussions, please make an appointment with your class teacher at a time that is suitable to all parties. If your matter is urgent, please contact the school immediately. Please don't hesitate to call us to share and celebrate any extra curricular activities that your child has excelled in or enjoyed or if you wish to pass on information that you particularly have enjoyed hearing about, we love good news stories.

Working with children check

Any parent or volunteer within the school, must supply a valid Working With Children Check prior to any activity they have offered to help with. Volunteer Working with Children Checks are free and can be done online. You will also need to sign our 'Linton primary school Child Safety Code of Conduct' form ensuring that volunteers will follow our child safety rules at our school and keep our children safe at all times.

COVID VACCINATION REQUIREMENTS



All visitors to the school must sign in using the QR code at the front door regardless of how long you intend to stay. Every person who is a volunteer, school council member, parents and friend's association member must be double vaccinated and proof of vaccination must be provided to the Principal prior to participating in any school activities. This information will be kept confidential.

General Health

Regular attendance assists with effective learning, and social connectedness, and development.

- ❖ School is a place for happy, healthy children. If your child is not well, please keep him/her home until they are well. Home is the best place for a sick child.
- ❖ If your child gets sick at school, you will be contacted and asked to take your child home.
- ❖ Early notification of medical conditions such as deafness, poor eyesight, nervous disorders, and bladder or bowel weakness is a great help to teachers and may save your child embarrassment.
- ❖ If your child needs to leave the school for a particular reason (e.g. Dental/Medical appointment) a written note signed by the parent should be sent to the class teacher. Children must be collected from their classroom.

Emergency Contacts

On enrolment, parents must complete a confidential Student Information Form, for reference when the child is sick or injured. Please notify your child's teacher or the school office if there are any changes in your family circumstances throughout the year.

Illness & Injury

Accidents are recorded in the First Aid Book. If a child is injured or seriously ill, parents will be contacted so they can source appropriate treatment. When parents cannot be contacted, or if staff judge it a critical incident, the school will take the appropriate emergency action. In any event, parents will be notified at the earliest opportunity.

Medication

- ❖ If Medication must be taken at school, please discuss it beforehand with your child's teacher and complete a permission to administer medication form at the office.
- ❖ Send clearly named medicine with directions and time for dosage to the first aid officer or class teacher.
- ❖ If medication is to be administered by staff on an ongoing basis, an additional Student Medical Condition form will need to be filled out and details of the prescription and administration instructions supplied by your doctor.
- ❖ An updated Asthma plan must be provided at the beginning of each year as well as appropriate asthma medication.
- ❖ Anaphylaxis – an updated plan must be provided to the school at the beginning of each year or if situations change along with an in-date epipen.

Head Lice

Head lice are a common occurrence in schools and spread by hair-to-hair contact. When head lice are detected by either parents or the school, students with live lice are required to be excluded until treated. The Public Health and Wellbeing Regulations 2009 allow for students to be returned to school after treatment has commenced.



Immunisation Requirements



Before your child can be admitted to any Primary School an Immunisation certificate must be obtained from the Environmental Health Office or your Doctor. If confirms that your child has been immunised against: **Tetanus, Diphtheria, Polio, Measles and Mumps, COVID depending on child's age.** Should an outbreak occur in the school of one of the above diseases, a Child without a certificate or one who has not been immunised can be excluded for a period of time.

Infectious Diseases – Exclusion of Pupils

The following is information summarized from material provided by the Department of Health.

Diarrhoea, Gastro

Children must remain at home until 24 hours after the last loose bowel motion and or vomiting symptoms have ceased or until a medical certificate is produced. Vomiting is not specifically excluded, but please observe commonsense if your child has been vomiting all night!

Chicken Pox

Children must remain at home until fully recovered (some remaining scabs are not a reason for continued exclusion).

School Sores

Children must remain at home until appropriate treatment has commenced. Sores on exposed surfaces must be covered by a watertight dressing.

Mumps

Children must remain home until fully recovered.

Measles/Rubella

Children must remain at home for 7 days from the appearance of the rash.

Whooping Cough

Children must remain home for 4 weeks or until a Medical Certificate of recovery is produced.

Covid

If your child is suffering from a fever or any cold symptoms, please keep them home and get them tested for COVID. Please notify the school of your child's illness and the need for a test as well as the result of the test, follow the directions of the Department of Health – isolation until the child has recovered and is no longer infectious.

School Uniform

Provided by Beleza Uniform Suppliers

Doveton Street Ballarat

Summer

Blue & white check dress



Or Official school red polo top (short- and long-sleeved)
Navy shorts

Or Navy skirt / skorts
Red school jumper
White socks
Shoes - black **or** sports shoes
Navy blue wide brimmed style school Hat

Winter

Navy blue tracksuit pants

Or Navy skirt / skort and tights

Or Navy pinafore

Official school Red Polo Shirt (short- and long-sleeved)

Red School Jumper or Fleece jacket / vest

FOOTWEAR

- ❖ Thongs are NOT permitted
- ❖ Open toed shoes are not permitted ie: sandals
- ❖ Shoes are optional in the classrooms, but if they are obviously muddied may need to be removed.
- ❖ Velcro shoes or 'speed laces' for younger children are appreciated.





Curriculum

Victorian Curriculum F-10

Linton Primary School follows the Victorian Curriculum guidelines. We have whole school plans for Literacy, Mathematics, Science, Health and Physical Education which staff use as a guide to help planning each term. We offer Chinese as our language of choice.

English

Early Years is taught in the Prep, 1 & 2 Class Room. This program builds up the children's skills in the area of Speaking/Listening/Reading and Writing. Children work in small groups, being matched to text and work on activities based on their needs. Sessions incorporate Guided Reading sessions, which allow teachers to support students in developing individual reading strategies.

Senior years – English is also taught through the use of Technology, one to one lap tops and programs such as TEAMS and the Microsoft 365 suite. Multi media text and being able to navigate websites is an integral part of Reading and writing. Students are taught about plagiarism and checking the validity of websites to ensure they contain accurate information and are genuine.

Children are encouraged to take reading material home each night and to make use of our well-resourced library.

Maths

Emphasis is placed on;

- Co-operative and cross-age work
- Use of concrete materials
- Discussing and sharing ideas
- Games and activities to develop automatic response
- Children seeing a purpose to Maths i.e. linking to the 'real world'

Art

Children will be involved in many enjoyable experiences in Art, which are sometimes messy. The school provides an art smock for such activities.

Library & MARC Van

The School has a modern Library that aims;

- ✓ To develop independent readers who want to read, and enjoy reading
- ✓ To expose students to a wide range of experiences through literature

MARC VAN - LIBRARY

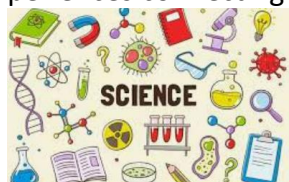
The Mobile Area Resource Center (MARC) Van comes to the School every week and the children are able to borrow books. Children are encouraged to borrow regularly from both libraries.

All children must have a library bag to transfer books safely to and from the shelves. Damaged/lost books must be reported to the library teacher. Replacement costs for lost books will be charged to the parent.



SCIENCE

The junior and senior students receive one hour each of specialized Science teaching. This can be a mix of virtual delivery from the Bendigo Discovery Science Centre, Eco Link, Quantum or by the Principal. Science lessons are hands on experiences connecting experiments to real life.



Language in Schools

In 2022, our Marc Van Library Teacher, Gayle Munson will be teaching the students AUSLAN sign language. We are very excited to be delivering this new curriculum to our school. We have recently installed a new sound system to our classroom to support students with hearing impairments.



Music/Drama 🎵🎵🎵

Throughout the year, the students will have the opportunity to be involved in music and drama which is either taught by the classroom teacher or a specialist.

Computers & Technology

All classrooms are equipped with computers for student use on a 1:1 ratio. Children have access to a wide range of programs and the older children are encouraged to use the MS Office suite of Word, Excel, Publisher, PowerPoint TEAMS programs, in conjunction with their everyday curriculum.

We also use iPads to support learning in the junior school and Seesaw program.

WebEX video-conferencing for collaboration and 'virtual' field trips form part of the curriculum and often occur in Science or Integrated studies.



Internet

The internet is a vast resource with great potential for education. Using the Internet we can communicate with people all over the world, through e-mail and by accessing vast amounts of information that give educational opportunities.

Cyber safety and internet protocols are taught in the first term of each school year and as a continual topic throughout the year to all students.

Access for the children is limited by an external filter, thus minimizing the risk of children accessing inappropriate sites. When your children are using their devices at home, please make sure you are overseeing the content they are accessing and that they use their device in a public area for maximum safety. The biggest risk of online bullying may come from social media sites and web based gaming platforms. We encourage parents to be aware at all times of the sites, games and social platforms that your children are accessing. If you come across anything that is a worry, please block the person and discuss the issue with your child and notify the teacher so we can follow up cyber safety awareness at school. Any inappropriate content should be immediately directed to the Police.

Swimming

Each year the whole school may be involved in a Swimming Program. Costs and dates will be published via the school newsletter and relevant permission forms.



Homework

Linton Primary School's homework consists of home reading between 15 and 30 mins each school night. We encourage you to talk about Mathematics in real life at home such as setting the table, counting the cutlery and telling the time.

Set homework should aim to;

- Link home and school in supporting your child's learning
- Help develop your child's organisation, time management and self-discipline skills
- Reinforce work undertaken in class
- Enrich reading
- Reinforce spelling and mathematical number concepts i.e. tables

- **Junior students** - Parents are encouraged to read with, read to and be read by their students to develop reading skills each night. This could sometimes mean hearing words or alphabet letters. It is recommended that children read from 10 mins to 20 mins according to their age, every school night.



➤ **Senior students** are expected to read independently for 20 to 30 mins each night. You may wish to read a page each and share reading to promote the love of reading and as wonderful way to stay connected with your child. Reading should never become a chore or cause distress, if this occurs please speak to your class teacher.

Parent Teacher Interviews & Student Reports

Student Reports are written and issued twice a year. These will be at the end of Term 2 and Term 4. Parent Teacher Interviews are conducted after the release of mid-year reports. This provides parents and teachers with the opportunity to come together and formally discuss a child's progress. Interviews are student run to provide your child the opportunity to celebrate their learning.

Please note; A parent or teacher may request an interview any time throughout the year that is mutually convenient to share concerns or celebrations. Interviews can be made by telephone, virtual or face to face.

Ways parents can become Involved

- ✚ Supporting fundraising activities
- ✚ School Council
- ✚ Working bees
- ✚ Parent helpers in the classroom
- ✚ Breakfast club volunteers
- ✚ Special days
- ✚ Gardening
- ✚ Arts and Craft

Education is a shared Role

Education is shared between home and school. As parents, you have already taught your child to speak. When teaching your child to speak, you may have used the following tools by way of encouragement –

- ✓ **You spoke to your children often.**
They learnt to smile, gurgle and respond to your voice
- ✓ **You encouraged their response.**
They tried to copy your word and patterns of speech
You were patient, yet enthusiastic
- ✓ **You Praised their attempts at saying word**
They were often not quite correct in their attempts
You encouraged all their efforts, especially those which were nearly correct
- ✓ **You shared your experiences with them.**
Those family outings to the beach, a trip to the zoo, helping with cooking or cleaning the car. They built up an increasingly wide range of vocabulary. You were eager to point out and explain things using more new words.



Progress in learning to speak took time and patience. Remember the amusing incidents when they used the wrong words or mixed up their sentences – you didn't growl at them for these mistakes. They gradually corrected themselves.

The learning model you provided in teaching them to speak was a very effective model.

Some Suggestion for Parents

Parents are always looking for ways of helping children do well at school. You may wish to consider some of these suggestions:

- ✓ Help the child feel good about themselves and about learning. Encourage every effort. Praise efforts and success regularly.
- ✓ Give birthday or Christmas presents of simply written and well-illustrated books on a whole range of topics – both fiction and information books
- ✓ Encourage the children to write regularly in a variety of ways – letters, diaries, factual accounts, imaginative short stories, etc.
- ✓ With the younger children especially, try to cultivate a sense of number, size, length, height, width, volume, area, weight and time in everyday life. Join with them in estimating, counting, calculating and so on.
- ✓ Take time to discuss every day happenings. Encourage questions and show how answers can be found. Regularly give them one of the most precious gifts you can...**YOUR TIME.**

Reading

Here are some things you can do, to help your child practice their reading.

1. Read to your Child often

Nursery rhymes, picture books, simple stories and poems. Children have to learn the language of books, just as they have learnt their spoken language. They may not understand all that you read to them (so talk with your child about the book).

2. Encourage their responses

Encourage them to

- Complete the ends of lines in nursery rhymes
- Point out things in picture books
- Join in the lines of stories – “Fe, fi, fo fum...”
- Turn the pages and suggest what might happen next

3. Praise their attempts

You didn't insist on perfection at first in their speech so praise their first attempts at reading a word, giving an idea etc. Eventually the correct reading will emerge.

4. Share book experiences with them.

A whole new world of experiences can be shared through books. New vocabulary will be found, new ideas shared and old ideas and places relived.



Experiences are important in building children's vocabulary and background knowledge. Books read to children can help in enriching and extending these.

As well as the "book language" learnt at this time, children who are read to regularly, develop a positive attitude towards reading. This love of books is a powerful incentive for children to want to learn to read for themselves. It encourages children to talk about their own books, helping them enjoy educational success.



Term Dates for 2022

Term 1 31st January – 4th April.

Term 2 26 April - 24 June

Term 3 11 July – 16 September

Term 4 3 October – 20 December

Prep children have each Wednesday of February off to rest.

In 2022 the following public holidays fall during term times:

- Labour Day - 14th March
- Good Friday - 15th April
- Anzac Day - 25th April
- Queen's Birthday - 13th June
- Melbourne Cup - 1st November

Pupil Free Days

Schools are allocated four pupil-free days per year for curriculum development and teacher professional learning, of which one is always the first day of the year. On these days, school will be closed for students. Advanced notification will be given of these closures via the newsletter and school assemblies.

Linton Primary School is a child safe school.

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

Victorian Education Department resources and support

<https://www.education.vic.gov.au/parents/Pages/default.aspx>