

# Loxton Lutheran School



## Parent Handbook

**2022**

[www.loxton-lutheran.sa.edu.au](http://www.loxton-lutheran.sa.edu.au)

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## Principal Welcome

Dear Parents,

It is with my greatest pleasure that I welcome you and your family to our school. We hope that your association with Loxton Lutheran School will be long and lasting, and one filled with many memorable experiences, not only as a school of learning dedicated to providing a quality education, but also as a community of faith which openly recognises Christ and seeks to live and proclaim His Gospel message.

Good quality schooling, as a part of life-long education, enables students to develop a growth mindset. A growth mindset is necessary for the development of healthy self-belief and enables learners to go places they otherwise may have thought not possible. The future is exciting and unknown and as knowledge continually changes, learning how to learn better is the only way we can ensure success for our children.

This essentially provides them with choices in life as to whom and what they want to be. A good quality Christian education, therefore, develops and enhances the spiritual dimension and well-being of each person, potentially setting them apart. Development and formation of the whole child is the core business of Loxton Lutheran School.

Our passionate and inspired staff have the best interests of the children at heart, with a focus on developing strong relationships and connections with each child. We do this through developing positive learning cultures in our learning spaces and welcoming families into partnership of learning. We strive to provide experiences where the Christian faith is explored and developed with a strong sense of joy, hope and optimism. I believe that this, together with resilience, is imperative to a child's success in life and is a major contributing factor to a child's overall development and well-being.

I am a strong advocate for parental involvement in the school community and engagement in learning and as such, expect that the parents of Loxton Lutheran School will want to take an active role in the education of their children. Education begins at birth and so our staff build on the foundations laid by parents in the home, where children first learn about themselves and others. Parents play a vital role in supporting the values of our school, the learning processes, as well as building a happy, healthy and resilient community.

I welcome you to the Loxton Lutheran School and look forward to working with you as we strive to improve learning and wellbeing outcomes for all students.

God's Blessings,

**Brad Williams**  
**Principal**

## HISTORY

The Lutheran School in Loxton was first established in 1947. For the first six years' school had been conducted in a converted house in Fourth Street. Due to increasing enrolments, it was essential that a school be built. After Parish discussions and planning permission was given in August 1952, O.E. Bradtke supplied building materials and supervised the erection of the first school building. The project began with a band of willing workers pouring the foundations and making cement bricks.

The foundation stone was laid by Miss Gertrude Jacob at a special service held on Sunday, November 30th, 1952.

The dedication of the new school building took place on Sunday, March 8th, 1953, and was officiated by District President (UELCA) Pastor J. Dohler

## VISION STATEMENT

Educational Excellence – Together in Christ

## MISSION STATEMENT

Loxton Lutheran School provides quality, futures-focused education that is centred on the principles and values of Christ. We aim to empower and inspire students to strive for their best and to realise their own God-given potential.

Our desire is, that through our school, people will gain a deep understanding and appreciation of both their place in the world and God's real and enduring love for them.

Guided by a strong Lutheran identity, our school aims to stand out from the crowd through a commitment to acceptance and inclusivity, and by extending the love, grace and mercy of Jesus Christ to all.

## OUR LOGO

**The cross** reminds us of the ultimate sacrifice that Jesus made for us and identifies us as being his followers.

**The dove** signifies many things:

- The Holy Spirit and the peace of God
- The new beginning in life as we follow Jesus
- The abundance of new beginnings for the students in our school
- The dove's wings, outstretched beyond the boundary, signify that our school encourages children to spread their own wings and reach their greatest potential spiritually, mentally, physically and socially
- The dove is moving across the cross, simplifying our school's emphasis on Christian values and keeping our eyes fixed on the cross.

**The water** is a reflection of Loxton's position on the river, and it reminds us of our baptism and salvation in Christ.

\*The Vision Statement, Mission Statement and Core Values are being reviewed through our Strategic Intentions process in 2022.

## CORE VALUES

The Lutheran Education Australia core values are Love, Respect, Compassion, Grace, Service, Courage, Humility, Hope, Quality, Appreciation, Generosity and Teamwork.

Our Loxton Lutheran School Values Catchphrase is – **We Nurture, We Inspire, We Educate...We are Community.**

## ENROLMENT

Enrolment is open to all students whose families genuinely seek to participate in the life of the school and who are committed to support the school's Mission Statement.

### Enrolment Procedure

1. Obtain an Enrolment Application Form from the front office or via the school website.
2. Submit the completed form to the office.
3. The Principal will contact the enrolling family to set up an interview time and tour of the school.
4. Enrolment will be dependent upon vacancies and the school's physical and human resources available at the time.
5. Before enrolments can be accepted, birth certificates **MUST BE PRESENTED**.

## Entry Requirements

### Reception

There are two Reception intakes per year. The first intake for a year is available to children who are:

- 5 years old by the commencement of school
- 4 years old and turn 5 years old on or before May 31<sup>st</sup> of that school year

The second intake will be at the commencement of Term 3 and is available to children who are:

- 5 years old on or before the start of term
- 4 years old and turn 5 years old by October 31<sup>st</sup> of the school year

Children who commence at the start of the school year will spend the year in Reception and in most cases, will move into Year 1 at the beginning of the following year.

Children who commence at the beginning of Term 3, in most cases, will spend Terms 3 and 4 in the Reception class and will spend the following year in the Reception class as well. This means that children will spend six terms at Reception level.

Parents seeking variations to this procedure are invited to discuss this with the Principal and class teacher/s.

### Getting your child ready for school

Starting school can be an exciting but stressful time for you and your child. They may be going to a strange environment with unfamiliar people and things around them. Encouraging your child to be independent by practising routines at home will help your child's time at school to be more enjoyable and relaxed.

## Year 1-6

Enrolments may be taken at the beginning or during the school year through the same procedures outlined above.

In addition to the information contained on the Enrolment Form, parents should notify the school of:

- Reports from previous school/s attended
- Details of anything out of the ordinary in respect to the child's health, e.g. any special conditions, allergies, treatment
- Details of any medication to be taken while at school
- Any reasoning as to why the child may not be performing academically/socially as well as he/she should

This information is critical for the school to provide the best possible educational environment for your child.

## **Media Consent Form**

Media Consent Forms are signed during the Application for Enrolment.

## **Student Transfer**

As much notice as possible is requested should it be the intention of a family to transfer children to other schools. This will allow teachers to collate and provide information to the next school.

Any family who transfers to another school will need to complete an 'Exit Form'.

Information regarding financial obligations with student transfers can be found in The Financial Handbook, which is distributed to parents each year and is available on request from the front office.

## **Family Law and Custody Matters**

Loxton Lutheran School recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary, it will be assumed that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, we request you advise the school immediately. This includes providing copies of any court orders that may be obtained. All information will be treated with sensitivity and confidentiality.

The Financial Handbook contains information regarding processes for payment of school fees in the event of family breakdown.

## **SCHOOL FEES**

Loxton Lutheran School is committed to educational excellence. It is also committed to making Christian education achievable for a wide range of families and has a variety of strategies in place to assist families financially to enrol their children. To this end we strive to keep fees as low as possible whilst not compromising the educational outcomes for the students.

The main sources of income to meet the school budget are:

- Government Grants (State and Commonwealth)
- Fees
- Fundraising
- Donations

Lutheran Schools receive less State Government Funding than Government schools. Therefore, fees constitute a necessary and substantial part of the school's income. Without school fees, the school would not be able to function.

The School Board administers the affairs of the school. School fees and levies are set by the Finance Committee and adopted as a recommendation by the School Board. These are reviewed each year, taking into consideration such factors as:

- Projected educational, operational and developmental costs for the coming year
- Cost of living rises
- Allowance for concessional and discounted fees
- Regional trends and environmental conditions

At Loxton Lutheran School, fees include:

- Tuition Fee
- Levies

When enrolling children at Loxton Lutheran School, parents/caregivers assume a moral and legal obligation to pay the school fees.

Extra charges may be required to cover the cost of specific activities (e.g., camps, bus, stationery, sports etc.). These will be billed throughout the year as required. It is expected that these be paid by the due date.

## **Levies**

### Sports & Arts Levy

This levy is to minimize the collection of additional monies during the year as payment for visiting performances, local excursions, coaching clinics and sporting affiliation fees.

### Information and Computer Technology (ICT Levy)

We are committed to providing a high standard of education in the area of ICT. This levy is crucial in being able to meet the ongoing costs in this area. This levy includes subscription access to approved online educational programs as determined by teachers.

### School Magazine

This levy entitles families to one copy of the magazine. Additional copies can be ordered upon request. Please contact the school if you require additional copies.

Loxton Lutheran School recognises that some families may experience genuine financial hardship due to a range of factors and variables. As we don't want to deny any family a Christian education, we have in place, a range of mechanisms to support families with school fees. Any family experiencing genuine financial hardship are asked to contact the Principal.

The Financial Handbook sets out all finance processes, procedures and forms.

# SCHOOL STRUCTURE

## School Staff

Principal	Mr Brad Williams
Business Manager	Mrs Sarah Kruschel (M,T,W,F)
Instructional Leader	Mrs Trish Wright (T-Th)
Student Support Leader	Mrs Leonie Sheffiled (M,W,Th,F)
Mission and Ministry/Maths Leader	Mrs Andrea Athanasopoulos (W-F)
Class Teaching Staff	Mrs Joanne Hondow (Reception HB, M-W) Ms Rebecca Bullock (Reception HB, Th-F) Mrs Renee Fielke (Reception FL, M-W) Mrs Heidi Lewis (Reception FL, Th-F) Ms Abbey James (Year 1, M-F) Ms Jamie Clarke (Year 1/2, M-F) Mrs Sonya Staben (Year 2/3, M-W) Mrs Leanne Reichstein (Year 2/3, Th-F) Ms Lewanna Hampel (Year 3, M-F) Mrs Loryn Taylor (Year 4, M,T,Th,F) Ms Amy Taylor (Year 4, W) Mr Brogan Whitelaw (Year 5, M-F) Ms Whitney Peters (Year 6, M-F)
Specialist Teaching Staff	Mr Tyler Wagner (Physical Education, T,W) Mrs Rachel Klose (Arts, M-T) Mr Karl Klose (STEM, W-F)
ELC Director	Ms Corrina Smart (M-F)
ELC Educators	Ms Georgia Hauptman (M-F) Mrs Lauren Falland (M-F)
Administration Officer	Mrs Tracy Jones (W-F)

	Mrs Jade Gum (M-W)
School Chaplain	Mrs Stacey Hunter (M-F)
Lutheran Support Officers	Mrs Nicole Drake (M-F)
	Ms Charmaine Pfitzner (M-T)
	Ms Brooke Durdin (M-F)
	Mrs Sandy Miller (M-Th)
	Mrs Sara Lloyd (W-F)
	Mr Roy McDonald (M-F)
	Mrs Stacey Hunter (M-F)
	Mrs Amanda Schubert (M-Th)
	Mrs Kasey Cass (M-F)
Cleaner	Mrs Jenny Reynolds (M-F)
Grounds Staff	Mr Darren Zimmermann (M,T,W,F)
Canteen Manager	Ms Trudy Battams (W,F)
Bus Drivers	Mr Jade Wright (M-F)
	Mrs Rachel Pontt (M-F)
School Pastor	Pastor Jason Sander
School Board Chairperson	Mrs Jenni Hampel
School Board Members	Mrs Rebecca Arnold (Vice Chairperson)
	Mr Mark Pumpa
	Mr John Athanasopoulos
	Mr Simon Milton

### **Student Free Days**

Student Free Days will be held during the course of the school year for Professional Development. All dates will be communicated as early as possible to parents so that care arrangements can be made for children.

Staff attend three days of professional development before the beginning of the school year.

## Daily Routine

8:30am	Morning supervision of students commences (any students who arrive before 8:30am will need to wait at the locker area of their learning area)
8:45am	Students to head to learning areas
8:45am	Lessons begin
9:50am	Brain Food (short 5-minute break whilst eating brain snack)
11:00am	Recess (supervised eating for 5 minutes)
11:35am	Lessons begin
1:05pm	Eating bell (supervised eating for 5 minutes)
1:40pm	Lessons begin
3:15pm	Bell for dismissal

At 3:15pm students move to the appropriate area to depart school. Some students will catch a bus, some will walk/ride and others will be picked up by parents. Supervision is provided in the playground and car park area until 3:30pm. Any students who have not been picked up by 3:30pm will be escorted to the Front Office for collection.

## Attendance

Regular attendance is necessary if children are to gain maximum advantage from school activities.

Parents whose children will not be attending school that day or will be late must contact the school via Sentral, phone call or in person. If a child has not arrived for school and the school does not know of the child's whereabouts, parents will be contacted by the Administration Officer. It is the responsibility of the parent to inform the school as to the reason why a student is absent or late.

## Arrival and Departure

Children should arrive by 8:45am when the first bell rings, to unpack school bags and get ready for the Morning Routine in their learning area. The grounds are supervised from 8:30am, with children who arrive earlier than 8:30am, required to wait at the locker area of their learning area. A bell will sound at 8:30am to signal that children can play.

Any students who arrive after the 8:45am bell MUST be signed in at the front office by an adult and take a late slip to their class teacher.

Morning Routines are a fundamental aspect of the learning and teaching at Loxton Lutheran School and commence as soon as children are in class. Children who arrive late are missing vital information, so please ensure your children are at school, ready to learn when the first bell sounds.

Upon dismissal at 3:15pm, children are obliged to leave the school grounds immediately, unless waiting for the arrival of buses or those picking them up. Parents may park in the 'Visitor' car park at the opposite end of the staff parking area. Parents are asked to escort their children to their vehicles via the basketball courts and zebra crossing.

Supervision after school is provided until 3:30pm, after which, children will be escorted by the supervising teacher to the front office, where parents will be called.

Any parents who are running late for the afternoon pick up are asked to contact the front office.

## **Leaving School Grounds**

Children are not permitted to leave the school grounds during school hours unless accompanied by a parent or guardian. On collecting the child, the parent/caregiver is required to inform the class teacher and school administration. All students must be signed out at the front office prior to departure. If a child returns to school after being signed out, they must be signed back in by a parent or guardian.

## **Out of School Hours Care**

A Before School and After School programme is available at the Out of School Hours Care facility in Loxton. Loxton Lutheran School has a bus service which can pick students up from OSHC in the morning and drop them to OSHC in the afternoon. Parents wanting more information about OSHC and our bus service can contact the Business Manager.

## **Associated Congregations**

Bookpurnong, Concordia, Meribah, Myrla, New Residence and St Peter's Lutheran Congregations make up the Parish who support Loxton Lutheran School.

## **LEARNING AND TEACHING**

The curriculum represents what students are taught. This is informed by the Australian Curriculum, which outlines the core knowledge, understanding, skills and general capabilities important for students. The curriculum describes what young people should learn as they progress through schooling and forms the foundation for high quality teaching to meet the needs of students. The curriculum plays a vital role in forming attitudes and skills necessary for students to become responsible, active and informed citizens of Australia's future generations.

At Loxton Lutheran School we aim to develop in our students:

- knowledge of the Christian faith
- skills of English literacy, including skills in phonics, spelling, listening, speaking, viewing, reading and writing
- skills of numeracy and other mathematical skills
- ICT and Digital Technology skills
- an understanding of the role of science and technology in society, together with scientific and technological skills
- a knowledge and appreciation of Australia's historic and geographic context
- a knowledge and appreciation of other societies and cultures
- a knowledge of a language other than English (Auslan)
- an appreciation and understanding of, and confidence to participate in, the visual and performing arts

- an understanding of and concern for balanced development of the global environment
- knowledge, skills, attitudes and values which will enable students to participate as active and informed citizens in our democratic society
- an understanding of and respect for our cultural heritage including the particular cultural background of Indigenous and ethnic groups within our society
- a capacity to exercise judgement in matters of morality, ethics and social justice within a Christian framework
- the skills and dispositions that will enable them to participate in sport and physical activity
- skills in social and emotional learning, personal and social competencies and well-being

The Key Learning Areas at Loxton Lutheran School are:

- English
- Mathematics
- Christian Studies
- Science
- Humanities and Social Sciences (HASS)
- The Arts (Music, Visual Arts, Dance, Drama and Media)
- Health and Physical Education
- Technology (Digital and Design)
- Language Other Than English (Auslan)

Our school based learning and teaching programs are developed to meet the interests, needs and abilities of all of our students. Continuous monitoring of children's progress informs our planning. Teachers are supported in providing an exciting and relevant curriculum through staff professional learning, networking and collaborative planning time.

## Specialist Learning Areas and Extra-Curricular Information

**The Arts** – The Arts, which incorporates, Visual Arts, Music, Dance, Drama and Media is taught in all year levels by a specialist teacher. Each class receives one hour of specialist teaching per week. Class teachers supplement this in their own learning and teaching programs.

**Health and Physical Education** – Physical Education is taught in all year levels by a specialist teacher. Each class receives one hour of specialist teaching per week. Class teachers supplement this by providing fitness on a regular basis. The Health curriculum (based on the Australian Curriculum and Keeping Safe:Child Protection Curriculum, Program Achieve and Zones of Regulation) is taught by the classroom teacher.

The Physical Education teacher oversees the coordination of the school's SA School Sport teams and coordinates the Pedal Prix team, which compete in three events during the year.

The school assigns children from the same family to a particular sporting House. We have four House teams at Loxton Lutheran School; Eyre (Yellow), Grey (Green), Light (Red) and Sturt (Blue), all of which are named after famous South Australian explorers. Children wear a t-shirt of that colour on our annual Sports Day.

Every child is required to participate in Physical Education lessons unless the parents/caregivers have notified the class teacher of a medical condition affecting participation.

**STEM (Science/Technology/Engineering/Maths)** – STEM is taught in all year levels by a specialist teacher. Each class receives one and a half hours of specialist teaching per week, with the focus on science and technology.

**Auslan** – Auslan will be taught in all year levels by the classroom teacher.

**Christian Studies** - Christian Studies introduces students to the world of religion and spirituality, which are integral components of the fabric of all cultures. It aims to give students a clear understanding and appreciation of Christianity through the exploration of the biblical text, Christian literature and other resources. It acknowledges that all people are on a life long journey of faith expressed in many dimensions of life, for example; relationships, community life, the environment, religious beliefs and traditions, situations of human need and suffering, ethical and justice issues. It presents to students a Christian worldview and a pathway for making meaning in their lives. Christian Studies is taught by the classroom teacher for ninety minutes per week which complies with the Board for Lutheran Education's Policy.

**Music** – Individual piano/keyboard lessons are available to children. These lessons are held at school and in school time but are a private arrangement between the parents and music tutor. Further information can be gathered from the front office.

**Extra Curricular Activities** – Children attending Loxton Lutheran School have access to a large variety and number of extra-curricular activities. These include but are not limited to:

- Choir
- SA School Sport Events – Athletics, Swimming, Hockey, Football, Netball, Soccer, Tennis, Cricket, Cross Country, Golf, Softball, Touch Rugby and Basketball
- Book Week Activities
- Visiting Sporting Clinics
- Gardens
- School Camps and Excursions
- Visiting School Performances
- School Sports Day
- Swimming Lessons and Aquatics
- Service Activities
- Science Week Activities
- Pedal Prix (TBC)

## **Student Support**

At LLS, we believe all students are created as unique and worthwhile individuals. We aim to help each child learn and grow to their potential, supporting them through maximising their strengths, endeavouring to cater for their diversities, and providing extra assistance as required. Support may be required for any or all of the following aspects - physical, cognitive, emotional, social and behaviour.

The Leadership Team aims to support the work of class teachers and parents/carers to achieve positive learning outcomes for all students. Research has repeatedly shown that the earlier learning difficulties are identified, the more likely it is for intervention strategies to be effective.

Priority is therefore given to intervention programs of a preventative or remedial nature for children in the early years. This includes Mini-Lit, Multi-Lit and Mac-Lit programs, which provide daily one to one and/or small group tuition for students at risk with their reading and literacy development.

Students with specific needs are identified by a range of means and the Leadership Team work in partnership with classroom teachers and parents/carers to plan strategies which can be used to best cater for these children in all aspects of the school program.

Our aim is for all students to experience success in the classroom, in a climate which accepts and addresses their specific needs through appropriate modifications to teaching and learning strategies, content and/or expectations.

The Leadership Team also monitors the needs of these students requiring extension. The Student Support staff and Instructional Leader work together with the class teachers to plan and facilitate differentiated learning.

In some cases, an 'Individual Learning Plan' (ILP) or Individual Needs Summary (INS) may be written and implemented for students with specific needs. This is a plan of support for students needing significant modifications to their learning program and it is written in conjunction with parents, the classroom teacher, the Student Support Leader and any other participating professionals with whom the student may be working with.

Our Student Support Handbook (nearing completion) sets out many of our guiding policies, timelines and processes for all matters pertaining to student support. It will be available on the school website or from the front office from the end of Term 1.

## **Communicating Student Progress**

Since education is a partnership between the home and school, regular communication is essential.

A Parent Information Evening is held at the beginning of every school year, where teachers outline the curriculum and inform parents about home learning expectations, camps, login information for SeeSaw and any other pertinent information.

In week 1 of every term, a Term Overview will be sent to all parents via Sentral. The Term Overview will contain information about what is being taught in each learning area for the term and will contain information such as important dates to remember.

Classroom teachers will use the class SeeSaw App to send images of student learning on a regular basis.

The School Facebook Page and Happenings (newsletter) may also be used on occasions to share information about student learning.

Accountabilities to parents are reported by:

1. A Written Report at the end of each semester which:
  - Includes comments about a student's strengths, areas for growth and ways in which the school and home can work to support the student
  - Uses A-E (or equivalent) descriptors
  - Provides parents with an opportunity for an interview if required
2. Oral Interviews are conducted at the end of Term 1 and are available to parents on request at a mutually agreed time.
3. National Assessment Program – Literacy and Numeracy (NAPLAN) reports for Years 3 and 5.

Parents are welcome to make an appointment to meet with a class teacher/s. It is asked that plenty of notice is provided, as teachers often have meetings and other school-related commitments before and after school. Setting up a mutually beneficial time ensures that sufficient time can be afforded to address all items that need discussing. If you wish to make a time to meet with a class teacher/s, please use Sentral, email, phone or in person.

## Home Learning

At Loxton Lutheran School, Reading is the core part of home learning, as we strive to expose children to as many words as possible. All children are encouraged to read each night, with books selected from the school, library or home. Reading can involve the following:

- Listening to your child read
- A parent reading to a child and discussing the story, nursery rhyme or article
- A child reading independently in a quiet place
- Reading camera words

The following is a guide of how long children are encouraged to spend reading each night:

- 10 minutes a night for Reception and Year 1
- 15 minutes a night for Year 2
- 20 minutes a night for Year 3
- 30 minutes a night for Year 4-6

## Excursions and Camps

Excursions and school camps are important learning and socialising experiences and are part of the school learning and teaching program. Parents will be advised by the class teacher when an excursion or camp is being planned. Information given to parents will include; the nature of the excursion/camp, the time and venue, materials required, transport arrangements, costs and clothing requirements.

Student participation in camps and excursions is expected in our quest to provide a balanced, engaging education program for children. Any requests for exemption must be made to the Principal in writing. Any parent experiencing financial difficulty which may impact on a student attending a camp or excursion is invited to contact the Principal.

The following is a guide to the camp that will be facilitated at each year level:

- Reception – Day trip followed by stay-back at school
- Year 1 – Day trip followed by stay-back at school
- Year 2 – Day-night-day camp within 3 hours travel
- Year 3 – Day-night-day camp within 3 hours travel
- Year 4 – 2 night camp within 4 hours travel
- Year 5 – 2 night camp within 4 hours travel
- Year 6 – 2 or 3 night camp within 4 hours travel

The duration and location of the camp/excursion will be at the discretion of the class teacher after consultation with the Principal. Consideration will be given to financial cost to parents, the complexity of the class, the number of students and what COVID restrictions are in place.

## Library

An excellent library has been established at the school. Borrowing facilities are available to students using automated circulation through the Bookmark Program.

All classes are timetabled weekly for the changing of books and some for skills development. Students may borrow books and are required to bring their library bags each week on their designated day. Students should be encouraged to select a variety of fiction and non-fiction items according to their reading level.

The library is utilised to:

- To show students that reading brings pleasure and knowledge and to inculcate a love of reading and of books.
- To ensure that students can independently select texts appropriate to their required needs.
- To impart those skills necessary to enable students to use the library resources to their fullest extent.
- To encourage students to accept responsibility for the care and use of resources.

It is expected that books that are damaged or lost will be replaced or paid for by parents.

## **Student Leadership**

School Captains are elected at the end of the school year and announced at our End of Year Service. Captains are elected by students and staff. School Captains provide leadership and assist in a number of different ways within the school. All students in their last year of primary school, including the school captains, serve on a Leadership Team of their choice; Environment, Sports, Well-being or School Operations. Each of these teams has a role statement and responsibilities, and is a way of ensuring that all senior students can develop and display leadership skills.

House Captains and Vice-Captains are elected in Term 1 and provide leadership and assist during Sports Day and other carnivals.

## **ICT**

The school has a bank of 30 laptops and two banks of 30 iPads available for students in Years 3-6. We also have another bank of 30 laptops that are located in the Library. These are available for classes use to support, enrich and enhance learning.

As well as having access to the laptops in the Computer Room, students in Reception-Year 2 have access to banks of iPads purchased by the school.

Each learning area has a state-of-the-art Promethean SmartBoard which is used extensively by classroom teachers within the learning and teaching program.

## **BEHAVIOUR MANAGEMENT**

### **Guiding Principles**

At Loxton Lutheran School the gospel of Jesus Christ is the means and motivation for inviting, encouraging, and developing healthy relationships within the school community. As such, God's love and forgiveness demonstrated in Jesus is the cornerstone for any behaviour management principles. A Christ-centred community is by no means perfect, and individuals reflect this imperfection.

Lutheran schools are committed to presenting the Christian lifestyle through example, instruction, and if necessary, admonition. This is to be done in a loving and caring environment that promotes faith, hope, justice and reconciliation.

Teacher and student relationships should be based on mutual respect and trust:

- *Respect for others* — their feelings, property, rights, safety and opinions.
- *Respect for self* — individuals should accept responsibility to develop personal talents and abilities and make wise use of educational opportunities.
- *Respect for community* — both in the school and the wider community, all members should strive to preserve what is worthwhile and work for desirable improvements.

The self-esteem and feeling of self-worth of all students is remembered at all times.

Corporal punishment is not considered an acceptable way of enforcing appropriate behaviour.

We endeavour to create positive and caring relationships with all children and encourage each child to form positive and caring relationships with each other by:

- Developing a pleasant working and learning environment.
- Actively listening to students.
- Encouraging students to be fair and sensitive, and to be aware of the rights of others.
- Developing a rapport with students so they feel confident to communicate their needs and concerns.
- Developing in each student a sense of responsibility for their own behaviour.

## **Conduct**

Parents and teachers expect a high standard of behaviour at all times. This applies not only during school hours, but also on buses and at times where students are in school uniform, representing themselves, their family, school and church.

The responsibility of monitoring behaviour and creating respectful relationships is primarily that of parents. The primary function of Loxton Lutheran School is to assist parents and families in helping their children grow and mature in mind, character and spirit.

On those occasions where children make incorrect choices in relation to behaviour, these will be predominantly handled by the class or supervising teacher, in conjunction with a member of the Leadership Team if required. Inappropriate behaviour will be discussed and a plan of action to assist the child in making correct choices will be implemented.

It is extremely important that parents and school work in partnership when working through times when a child has not met our expectations in relation to behaviour. Without this partnership, children can come to think that home and school are unrelated areas of authority. We can best serve the child by working together.

On occasions, a parent may not agree with the course of action taken by the school or the consequences given to their child. In the event this occurs, you are invited to contact the school to discuss the issue or make an appointment to talk the issue through. We ask parents to refrain from questioning the school's or teacher's disciplinary actions with, or in front of the child, but rather speak privately, initially with the teacher and if necessary, the Principal, to solve any problems. As always, a discussion and sharing of information, disagreements and/or complaints should reflect our faith in action and help support the child's respect for all.

## **Behaviour Management Processes**

The formal policy and procedures for the administration and recording of student behaviour are being reviewed in 2022. The existing policy and procedures will be followed until new processes and procedures have been developed.

Each learning area has a 7-step 'Ready to Learn at LLS' chart, to encourage students to make positive choices about behaviour. This chart is placed in a visible spot in the learning area, at a height that can be reached by students, who will move their names as requested by the teacher. The 7 steps and descriptions are as follows:

- **Legendary** – Superb job at regularly making excellent choices! You are following the class and school rules.
- **Great** – Congratulations on continuing to make fantastic choices! You are following the class and school rules.
- **Good** – Well done on making good choices! You are following the class and school rules.
- **Ready to Learn** – We all start here.
- **Warning** – Think about your choices or you will go to time out. You need to follow the class and school rules.
- **Time Out** – Think about your choices or you will be sent to the Principal.
- **Principal's Room** – You have not made good choices. Your parents will be contacted. You must follow the class and school rules.

At the beginning of every break, students are all moved back to the 'Ready to Learn' step.

Individual students may require an alternative behaviour chart, which may be a part of an Individual Learning Plan (ILP) or Individual Needs Summary (INS).

## **Children's Responsibility**

Children have a significant role to play in ensuring that Loxton Lutheran School remains a place where all children can learn in an environment in which they feel safe and happy. Children have the following responsibilities:

- The responsibility to allow others to work without being disturbed. This means that children work quietly, make good use of their time and do not interrupt others.
- The responsibility to help make Loxton Lutheran School a safe and happy place. This means being thoughtful, respectful and courteous to others.
- The responsibility to take care of property and the environment. This means that they take care of their own and school property and respect the property of others.
- The responsibility to follow school rules and expectations in the playground and in all learning areas.
- The responsibility to show pride in their school by following rules and expectations during excursions, camps, carnivals and other occasions where they are outside of the normal learning environment.

## **Parent Code of Conduct**

Our Parent Code of Conduct is available on request.

The Parent Code of Conduct outlines our key values and our expectations of you at Loxton Lutheran School. We will expect that every person within our school will uphold the key values and expectations that are set out in the Code of Conduct.

## **PARENTAL INVOLVEMENT**

Research shows that those parents who support the school, who encourage teachers and who play an active part in their child's education at the school, have children who are more likely to be happy and achieve their personal best.

At Loxton Lutheran School, we see a child's growth and development as a shared responsibility. However, parents still have the primary role in monitoring behaviour and building positive attitudes, values and self-esteem. Our school supports parents in all of this.

Our moral imperative as educators is to improve learning and well-being outcomes for all children in our Christian context. We need your vital support and involvement to be able to achieve this.

Below is a list of events that you can attend as a parent:

- Class events and celebrations
- Open days
- Sporting carnivals
- Regular assemblies
- Special events (concert, presentation night, Continental)
- Regular worship services
- Special worship services and celebrations
- Parent information night

As a parent you are encouraged to read:

- The 'Happenings' newsletter
- The school Facebook Page
- The school Instagram Page
- Class newsletters
- School magazine
- Annual reports
- Term overviews
- Sentral and SeeSaw posts

There a number of formal and informal ways in which we ask for parent involvement and assistance. These include but are not limited to:

- Listening to children read
- Helping in the library
- Assisting with transport
- Helping at sports carnivals
- Attending class excursions and camps
- Pedal prix involvement
- Assisting with art/craft activities
- Promptly returning notices
- Helping on a stall at the Continental

If assisting within the class, please respond to the trust placed in you by the teachers by participating according to the defined procedures and maintaining confidentiality about individual students' abilities and needs.

We are very fortunate at Loxton Lutheran School to have so many parents who understand that the best way to assist teachers to be effective in their roles is to actively encourage and support them. Much of what we do depends on parents' positive input.

## **Volunteering in the School**

Volunteers can make a significant contribution to the school community by giving their time and sharing skills and expertise with others. At Loxton Lutheran School, many opportunities exist for parents and volunteers to assist in activities, programs and learning sequences.

As a minimum, all volunteers will be required to complete the 'Valuing Safe Community Awareness' online training and sign a Confidential Volunteer Declaration Agreement before they can commence volunteer work. A Volunteer Handbook, which includes the policy, is available from the front office.

In addition to VSC training and reading the Volunteer Handbook, a Working with Children Check may also need to be obtained to work with children.

It is a requirement that anyone wishing to volunteer in the school is up to date with COVID-19 vaccinations and booster shots.

All visitors and volunteers are required to 'Sign In' and 'Sign Out' at the Front Office upon entering and exiting the school.

## **Working with Children Check**

Parents or guardians will **not** require screening for the following activities:

- assisting in their child's classroom activity, such as reading
- assisting in an outdoor activity involving their own child
- coaching their child's sports team
- transporting students in the company of their own child
- attending one-off events such as sports days, working bees, carnivals
- attending excursions
- re-shelving books in the library

## **Parents or guardians are to be advised that Check WILL apply to the following:**

- volunteers with Families SA
- volunteers working closely with children with disabilities
- sports coaches who are not parents or guardians of a child in the team
- parents transporting children not in the company of your own child
- parents assisting in a class where they do not have a child
- parents who assist in the canteen on a regular basis
- parent volunteers, if their own child is not involved in the service or activity
- people attending overnight camps and school sleep overs
- governing council members who do not have a child at the school
- students undertaking work experience

Loxton Lutheran School is a registered organisation for Working with Children Checks, meaning that anyone who wishes to volunteer in our school and requires screening can come into the office, where we can assist with the process. All costs associated with the check for volunteers will be met by the school. Parents are to be advised that the check can take up to 6 weeks.

### **Volunteer Declaration Agreement**

Volunteers will be required to sign a Confidential Volunteer Declaration Agreement before they can commence volunteer work.

A Volunteer Handbook including the policy is available from the front office.

### **Valuing Safe Communities Training**

As schools of the Lutheran Church of Australia (LCA), school staff and volunteers are obliged to meet the requirements of the LCA Safe Place Policy. Valuing Safe Communities (VSC) is a school specific program to comply with this expectation.

VSC Training can be done online and takes approximately 30-45 minutes. Parents can contact Administration Staff for further information.

### **School Board**

As an incorporated body, the School Board is effectively like a Board of Directors who:

- provide purpose, leadership, direction and strategy;
- ensure the group's finances are sound;
- make sure the school's operations are legal.

School Board is the body legally responsible for the operation of Loxton Lutheran School and delegate authority for operational decisions and day to day management to the Principal.

There are 4 sub-committees of School Board; Ministry and Care, Finance, Early Learning Centre and Fundraising (Continental). Each of the sub-committees has representation from the School Board. On occasions, Working Parties are created to undertake specific work that might fall outside the immediate jurisdiction of a sub-committee of School Board.

### **Composition of School Board**

The Constitution that the Board will comprise a minimum of seven and maximum of nine Board Members, as follows:

- Up to four positions (including the role of Chairperson) are to be held by communing Members of the Church (voting members)
- Up to two persons who must identify as Christians (voting members)
- Up to one additional person (voting member)
- The Principal and Pastor are non-voting members

**Loxton Lutheran School was established by, and continues to be an extension of the mission of the Lutheran Church. Therefore, majority Lutheran membership of School Board is important for maintaining the long-term viability of the faith foundations on which the School was established.**

## **Canteen**

The school canteen operates on Wednesday and Friday, serving both recess and lunch. Lunches are pre-ordered using a brown paper bag, which is to be placed in the 'Lunch Box' in each class as they enter at 8:45am. Parents are asked to place 'R' next to items for Recess and 'L' for Lunch. Some items, such as ice blocks and drinks can be purchased without placing a lunch order. Brown lunch order bags can be sent home via your child. Please ask at the front office or through your child's classroom teacher if you require bags to be sent home.

The canteen is staffed by a Canteen Manager and parents (notification provided via the Happenings).

A copy of the Canteen Price List can be found on the school website [www.loxton-lutheran.sa.edu.au](http://www.loxton-lutheran.sa.edu.au) – General Information – Canteen Menu and Price List

## **STUDENT SAFETY AND HEALTH ISSUES**

Loxton Lutheran School is committed to providing and maintaining a safe and healthy working and learning environment that contributes to the well-being of all employees, students and other users of the school's facilities.

All parents are responsible for providing the school with accurate, up to date information about their child's medical needs. Medical Information Forms are issued annually to be completed by parents and returned to the Front Office as soon as possible and updated when necessary.

### **Administration of Medication During School Hours**

From time to time it may be necessary for medication to be administered to students during school hours, or whilst on excursions/camps, in order to keep them safe.

In the event that it is necessary to administer medication to a student, we ask that:

- All medication, including over-the-counter medication, is in its original pharmaceutical packaging, accompanied by clear instructions that state the name of the person and dosage details
- Parents are responsible for providing the medication and collaborate with the school in working out arrangements for supply, administration and storage of the prescribed medication

- Parents are responsible for keeping the school updated if the requirement for prescription medication changes
- Students must not carry medications unless there is a written agreement between the school and parents and that this is a planned part of the student's health plan

A health plan is to be developed for any student who is taking prescribed medication for Allergies, Asthma or other illnesses/conditions that require medication on a consistent basis. These health plans will need to specify agreed arrangements for supply, administration and storage of the medication. These plans must be updated regularly and will be communicated to staff in a confidential and sensitive manner.

## **Accidents and Sick Children**

Minor accidents will be treated at school. If a child is seriously injured while at school or on an excursion/camp, an ambulance will be called immediately, with parents notified as soon as possible after the ambulance has been called.

Should a child become unwell during the course of a day at school, parents will be contacted as soon as possible so that a child can be picked up. A child will be cared for in the sick room until such time.

In the event a child suffers any sort of head injury, even if it does not present as serious, parents will be contacted.

## **Emergency Contacts**

Please advise the school of any changes to address, phone number or email to ensure that they can be contacted if required. Changes can also be made directly on the Sentral Parent Portal.

## **Contagious Diseases and Illnesses**

If your child contracts an infectious disease (e.g. COVID-19, chicken pox, measles or school sores) you are required to advise the school immediately and keep the child at home until the disease is no longer infectious. SA Health, your medical practitioner or the school will be able to inform you of any exclusion period. You are also required to follow any other directives pertaining to the illness as directed by SA Health, your medical practitioner or the school.

It is vitally important that children who are sick are not sent to school. Parents will be contacted to collect their child if they are presenting as unwell at school. This will help keep staff and other students safe.

Good hygiene practices will be encouraged and followed at school. Hand sanitiser is available in each learning area.

## **Head Lice**

Whilst the incidence of head lice is most noticeable in schools, the school itself is not necessarily the source. Unfortunately, school can become an area of contact and spreading, particularly by children sharing hats. Where evidence of head lice or eggs is noticed, appropriate treatment must be administered before a child can return to school. This is the responsibility of the parent. For the effective eradication of head lice, all parents must cooperate. Various lotions and sprays are available from the chemist and hairdressers.

Parents will be notified of head lice detections in the school.

## SunSmart Procedures

Students (school hat) and staff will need to wear hats when the UV Rating is 3 or above. The UV Rating will be checked each morning by each class teacher as a part of the Morning Routine. On days where the UV Rating is 3 or above, students will need to wear their school hats during play times, Physical Education lessons (if outside) or other outside activities. If a child does not have a hat at play times, they can play in the indoor spaces open on that day, or will need to stay in the shade at the lockers of their learning area.

Parents are encouraged to apply sunscreen on their children before school.

In the event that the temperature outside reaches 36 degrees or above, children will be redirected to the Library or the Life Centre for recess and/or lunch play.

## Nut Policy

Loxton Lutheran School is a 'Nut Minimalisation School'. Items containing nuts, as listed in ingredients, are not permitted to be consumed or brought to school. Items containing 'traces of nuts' are acceptable.

## UNIFORM

Loxton Lutheran School has an official uniform and all students are expected to wear it daily. We have a school uniform to:

- Reflect a sense of pride in our school
- Contribute to a child's sense of well-being, self-esteem and feeling of inclusion.

The **Formal Uniform** is to be worn on a Monday and Friday, with the **Sports Uniform** to be worn on a Tuesday, Wednesday and Thursday. Any changes to this will be communicated to parents.

If for any reason a child can not be dressed in the designated uniform for the day, it is the responsibility of the parent to inform the teacher/school that this is the case. In the absence of any communication from a parent should a child not be in correct uniform, a note will be sent home to parents via Sentral. It is expected that this will be addressed as soon as possible.

A copy of the Uniform Policy and Uniform Price List are available on the school website.

All uniform items other than shoes and socks are available from the uniform shop. Uniform can be purchased at the uniform shop on Fridays from 3:15-3:30pm or by special appointment (please contact the Business Manager). Alternatively, uniforms can be ordered by completing a Uniform Order Form, which are available in the front office or on the website.

Those items that can not be purchased at school can be sourced from local stores in Loxton and the Riverland.

## Lost Property

Lost property that is unnamed can be found in the uniform shop in a storage container marked 'Lost Property'. Please endeavour to keep all items of your child's clothing and property clearly named.

## Second Hand Uniform

Some second hand uniforms are available. Parents are asked to contact the Business Manager for more information.

Parents are encouraged to donate any uniforms which are in good condition that are no longer needed and are not able to be passed on to siblings or friends.

## GENERAL INFORMATION

### Parking

A Kiss and Drop area is located at the front of the school, opposite the Riverview Rest Home. Entry is one-way via the entrance closest to the front office and is to be used for **morning drop-offs only**. In using the Kiss and Drop zone, we ask that:

- Parents park as close to the left curb as possible but not drive up onto the paved area
- Children exit from the left hand side of the vehicle
- If a tailgate or boot needs to be opened, that it is done so quickly
- You are considerate of those behind you
- Children access the school through the Junior Primary playground area
- You don't escort children into the school, it is Kiss and Drop
- Do not use the Kiss and Drop after 8:45am, as children who are late **MUST** be signed in by an adult at the front office.

### Car Park Area

A car park area can be located at the school on Luther Road at the end closest to the dam. Entry is one-way via the entrance on Luther Road in front of the basketball courts.

The following guidelines are applied for afternoon pick-ups:

- Children are dismissed at 3:15pm from their learning areas
- To keep the children safe we require them to gather near the basketball court/playground area under teacher supervision, where they await the arrival of parents and/or caregivers
- Parents collecting children by car are asked to pull into a parking space and then personally collect their children. Please do not call them to run across the park
- Only use the marked walkway zebra crossing if moving from one side of the car park to another
- When walking to or from classrooms with children, walk through the basketball courts and not the staff and visitor car park area
- Once you have collected your children, they are under your supervision and are expected to stay with you

The following guidelines are applied for morning drop-offs if not using the Kiss and Drop zone:

- Children are expected to be in class at 8:45am
- Parents walking their children into the school must use the marked walkway zebra crossing if moving from one side of the car park to the other

- When walking to or from classrooms with children, walk through the basketball courts and not the staff and visitor car park area

For the sake of safety we ask you to observe the following car park rules:

- Car park speed limit is walking speed
- Park within the white lines
- Please collect children as promptly as possible
- Children are not to ride bikes or scooters through the school grounds and car park area

## **Disabled Car Parking Spaces**

Disabled parking spaces are situated in front of the front office. The space nearest the front office is reserved for disabled parking at all times.

The space nearest Luther Road has timed restrictions, with disabled parking only between 8:30am-9:15am and 3:00pm-3:45pm.

A short term park – 10 minutes only – is available next to the Staff Car Park exit.

## **Mobile Phones**

Whilst the school acknowledges that mobile phones are important communication tools, it is important that they are used appropriately. Any student who brings a mobile phone to school will need to hand it in to the front office on arrival to school and collect it from the front office at the conclusion of the school day.

## **Social Media**

Loxton Lutheran School has a Social Media Policy that can be provided on request.

At school, we want all of our stakeholders to have the right to benefit from the opportunities that exist from being members of our community. We expect all of our stakeholders to use social media in a manner which does not negatively affect the image and/or reputation of the school and where the privacy of others is respected.

## **Happenings**

The Happenings is the school newsletter and is issued on the first Tuesday of each term and then in weeks 4, 7 and 10. Newsletters are sent to families via Sentral and email.

It is extremely important that parents read the Happenings as it contains important information about school operations and events, dates, reminders and community notices.

## **Buses**

### Government School Buses

Some students of Loxton Lutheran School may be eligible to travel using this free service. Please initially direct any enquiries of a general nature to the Front Office Staff/Business Manager. Enquiries relating to a particular route should be directed to our Front Office

Staff/Business Manager who will then refer the matter to the relevant school who manages that particular bus route.

Application forms are available from our school office.

### Loxton Lutheran User Pays Bus Service

Our School provides two bus services for our students who live out of the township of Loxton and who are ineligible for transport via the Government bus service.

Currently, one bus services the Loxton North, Lyrup and Berri area, while the other completes a loop via Moorook, Glossop and Berri. These routes are reviewed as the needs of the school change.

Whilst there is a cost to families for students travelling on these buses, families who commit to using the service on a full-time basis receive the service at a much smaller rate.

*In conjunction with these two services, we can also provide transport morning and afternoon to and from the Out of School Hours Care (OSHC) in Loxton. There is a small fee for this service and it is essential that a booking via the school office is made prior to use.*

### Bus Safety

It is a condition of bus travel that students will correctly wear a seatbelt when provided. This expectation is part of our bus behaviour code and is in place to ensure the safety of all passengers. This is now a requirement of travel on our buses.

### Catching the Bus after School

All children who catch a bus meet at the front office at the end of the day. The supervising teacher or bus driver will check them off a list as they board the bus.

The bus list is kept near the reception desk in the front office.

Parents must advise the front office if they decide to collect their child from school on a day their child would normally go on the bus.

This information is required in order to ensure an accurate list is prepared for the end of the day bus procedures.

### Taking Friends Home on the Bus

It is important for families to know that all students who travel on a school bus need to be approved for travel on that particular run.

There are quite often instances where other children request to go home with an approved bus traveller on their run. These children must arrange for a Temporary Bus Pass, even if they are already approved to travel on another run. There will also be an issue of cost if the User Pays bus is involved.

Part of the approval process is ensuring that there is sufficient seating available on the bus for additional travellers. DECD buses require approval from the assigned Government school.

It is suggested that a parent of the "host" child arrange for the approval of all the extra children that wish to travel with their child. It must not be assumed that there will be sufficient room and that automatic approval will be given.

Temporary Bus Passes will not be issued without request from a parent.

### Bus Behaviour

Students who travel on any school bus are expected to behave appropriately and obey instructions given by the driver. Any students who do not do so will be reported to the Principal and parents will be informed.

Appropriate consequences may be applied as per our Behaviour Management policy. Extreme misbehaviour of a student may result in him/her being suspended from the bus service. The school reserves the right to apply appropriate consequences for misbehaviour while students are using the bus services.

### Travel Allowance

The Government of South Australia offers families who live more than 5kms from their closest bus stop the opportunity to make a claim for car travel. If you think you may qualify for this, and do not already claim, forms are available at the front office.

## **Assembly and School Worship**

A whole-school assembly, conducted by the children, is held on a fortnightly basis in the LIFE Centre on a Friday. Classes will take turns at hosting the assembly, which will begin at 2:30pm and finish at 3:05pm. Parents and friends are warmly invited to attend.

As well as daily class devotions, School Worship is held every fortnight on Friday afternoons from 2:30-3:05pm, in the LIFE Centre. These will run on the alternate week to an assembly. School Worship services will be facilitated by a Pastor and a class and will generally consist of reading from the Bible, presenting a drama, singing songs, saying prayers and showing art work.

Parents will be advised of assembly and School Worship times and hosting classes via the Happenings, Term Overviews and reminders via Sentral. Parents will also be advised at other times when special assemblies and worship services are planned.

## **School Banking**

School banking is operated through the Lutheran Laypeople's League. School banking is conducted on Tuesdays. Parents requiring further information are asked to contact the Administration Officer or Business Manager.

## **Swimming and Water Safety**

Swimming and water safety lessons are conducted in Term 4 each year for students in Reception-Year 2. These lessons are conducted at the Loxton Pool by trained instructors.

In 2022, Year 6 students will participate in an Aquatics program at Lake Bonney in Term 1.

## Communication

Loxton Lutheran School is in a privileged position to be walking the journey with parents to provide the best possible education for their children.

Good communication between the home and school is a dual responsibility shared by parents and staff. The school communicates regularly with parents in a number of ways such as, Sentral, Happenings, Term Overviews, SeeSaw, Parent Teacher Interviews and Meetings. Parents are invited to communicate with the school if and when necessary to do so. To assist parents in knowing who and how best to communicate, we have provided some guidelines.

Depending on the concern or question that a parent may have, the following process should be used:

- Identify who the most appropriate person is to respond to the matter in the first instance. The table below will help to guide you.

<b>Classroom/Playground Matter</b> 1. Class Teacher 2. Principal	<b>Student Support Matter</b> 1. Class Teacher 2. Student Support Leader 3. Principal
<b>Worship Matter</b> 1. Class Teacher 2. Mission and Ministry Leader	<b>School Board Matter</b> 1. School Board Chairperson 2. Principal
<b>Social/Emotional</b> 1. Class Teacher 2. Student Support Leader 3. Principal	<b>Learning and Teaching Matter</b> 1. Class Teacher 2. Instructional Leader 3. Principal
<b>Finance Matter</b> 1. Business Manager 2. Principal	<b>Bus Matter</b> 1. Business Manager 2. Principal
<b>Medical Matter</b> 1. Class Teacher 2. Administration Officer	

- Communicate with the appropriate person to make a suitable time to discuss the matter. Meeting arrangements can be made through a phone call, Sentral message, email or conversation. The staff member will respond to your request as soon as it is possible to do so.
- It is always best practice to address the matter in person, however, a phone call will suffice if it isn't possible to meet in person. Emails or written messages are not effective for processing a grievance as resolution is hard to achieve and meaning can be lost. It is not appropriate to use email or written messages to vent in an emotional manner under any circumstance.
- When meeting, come prepared with facts or questions. If possible, give these to the staff member prior to the meeting to allow them time to gather data and to be able to respond most effectively. Be prepared to listen to all points of view as often we don't have all the facts.
- Should parents have concerns about a child other than their own, then this needs to be done through the class teacher or the Principal. Under no circumstances are parents

permitted to approach children in the school to address issues. It is also unhelpful and not appropriate to make direct contact with other parents regarding the school matter.

- The table above outlines the personnel who are in the first instance, most appropriate to contact. Should a parent believe that the matter hasn't been resolved after meeting with this person and after allowing for a reasonable amount of time or opportunity for the matter to be resolved, then the Principal, is next to contact.
- Loxton Lutheran School has a Grievance Policy on the school website which parents can enact on, should they believe they need to.
- The guidelines outlined above can successfully facilitate full and fair discussion of all points of view surrounding an issue and quickly lead to satisfactory outcomes for all involved.

**We at Loxton Lutheran School are committed to positive, open and respectful relationships which are important to our school community. When anyone in our community has a cause for concern, we are committed to dealing positively with concerns in a timely manner, fairly, and as harmoniously as possible. Our children learn from the adults in their lives; this process models for them the most productive and collaborative way of living and learning together.**