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FROM THE PRINCIPAL

Dear Parents,

Welcome to Larapinta Primary School. We provide a safe, positive and exciting teaching and learning environment for all our students and a strong commitment to family and community involvement in the school.

This Parent Information booklet is designed to provide you with relevant information on policies and procedures at Larapinta Primary School. The information is brief and intended to be a quick reference for parents. More detailed information can be easily obtained by phoning the school at any time, or accessing our website at http://www.larapintapraprimary.nt.edu.au/.

Please familiarise yourself with the contents of the information pack. Should there be any information that is unclear to you, please clarify it with the Principal or the Assistant Principal.

The information pack is designed to reflect the operations of the school each year and will be updated or amended as required. The pack is arranged in alphabetical order for ease of reference. The content page will provide an easy reference guide for locating information.

Brenda Jolley
Principal

MISSION AND VISION

Our Mission
In partnership with community we provide an inclusive, respectful, challenging and stimulating learning environment building resilient and responsible learners.

Our Vision
Every student will:

- Believe they can learn and have a love of learning
- Apply great effort
- Value contributing to the school and wider community
LARAPINTA PRIMARY SCHOOL CONTACT DETAILS

Address: 22 Albrecht Drive
ALICE SPRINGS NT 0871

PO Box 9021
ALICE SPRINGS NT 0871

Phone: (08) 8955 0811

Fax: (08) 8955 0299

Principal Email: b.jolley@ntscols.net

TERM DATES FOR 2015

Semester 1

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Friday 23 Jan – Friday 2 April</td>
</tr>
<tr>
<td></td>
<td>Students resume Tue 27 January</td>
</tr>
<tr>
<td>Term Break</td>
<td>Monday 6 April - Friday 10 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 13 April - Friday 19 June</td>
</tr>
</tbody>
</table>

Mid Semester Break - Monday 22 June - Friday 17 July

Semester 2

| Term 3    | Mon 20 July - Fri 25 Sept                |
|           | Students resume Tue 21 July              |
| Term Break| Mon 28 Sept - Fri 2 Oct                  |
| Term 4    | Mon 5 Oct – Thu 10 Dec                   |
BACKGROUND INFORMATION

Larapinta Primary School opened in January 1998 with the official opening ceremony held on Monday 31st August 1998. The school is an urban Primary School, which caters for students from Transition to Year Six.

Larapinta Preschool is attached to the school and caters for four year old children prior to their entry to school (see preschool information).

The first stage of the school was built in 1997. Increased numbers have meant four portable classroom blocks have since been added. A new Arts Centre made available through the Building the Education Revolution opened in 2010.

Enrolment at Larapinta Primary School is open to all children in Alice Springs irrespective of place of residence.

The Principal is responsible for implementing an appropriate education program and has executive responsibility for school administration at the school and the preschool.

The School Council representing the wider community exercises a range of devolved administrative powers, including advisory and policy setting functions, fundraising, budget setting and reviews and the control of the grounds, buildings and facilities. The Council comprises staff, parents and community representatives, elected in accordance with the Council’s constitution and Department of Education (School Council) regulations.

The students are represented by a Student Representative Council, which is elected and functions in accordance with the relevant school policy.

ACCIDENTS

If a student is involved in an accident at school parents will be contacted. All information in connection with an accident at the school is recorded. A qualified First Aid staff member is on duty in the front office during all break times. First Aid treatment is only administered by qualified First Aid Officers. Larapinta Primary School has St John Ambulance insurance to cover transport of students to hospital if necessary.

AFTER SCHOOL CARE

There are currently two options for after school care for Larapinta students. Arrangements to access these programs are made directly with the businesses concerned. The Lil’ Antz program runs from Living Waters Primary School opposite Larapinta School.

- Lil’ Antz Ph 89530015
- YMCA Ph 0402 038 471
ANNUAL PARENT FINANCIAL CONTRIBUTIONS

All Government schools request a financial contribution from parents as a way of seeking parental support on an equitable basis in addition to other kinds of fund raising. The contribution at Larapinta is $100 per year per child.

Parent contributions go towards classroom resources, travel on the school bus, school performances and other extra curricula activities that occur on a regular basis.

ATTENDANCE

All students at Larapinta School are expected to attend school on a daily basis. It is a parent’s legal responsibility to ensure that their child who is enrolled at school attends daily and to notify the school and provide a reason acceptable to the Department and the Principal in the event of their child’s absence from school.

Procedures

If parents contact the school by phone, absent messages will be given to the class teacher. Notes are required if parents do not contact the school. These notes are kept for the school year. Parents may also use the SMS messaging system to notify of any absence; a reason for the absence must be provided. Record of absence is entered in the appropriate section of the electronic roll.

If a child is absent from school and no acceptable reason is given by the parent, the Principal will establish contact with the parent. It is preferable that personal contact is established with a view to finding out the reasons and determining the appropriate course of action to support the family and encourage the child to attend school. In the case of Indigenous students the AIEW and/or ARO officers may be the home contact officers (delegated by the Principal).

Students absent through illness require a doctor’s certificate after three consecutive days. The school works in collaboration with Attendance and Truancy officers when children have been referred to the School Enrolment and Attendance Team for ongoing and unexplained absences.

ABORIGINAL & ISLANDER EDUCATION WORKER AND ABORIGINAL RESOURCE OFFICER

The school has an Aboriginal and Islander Education Worker (AIEW) and Aboriginal Resource Officer (ARO). The AIEW & ARO, under the direction of the Principal, maintain, develop and provide appropriate support for Indigenous students and client groups to facilitate the implementation of current education practices and policies. In particular they look after the pastoral care of these students and promote parental involvement and responsibility to support Indigenous students’ attendance and performance at school. They work closely with the Indigenous Parent Group.
ASSEMBLY

School Assemblies are held once a fortnight on Friday mornings (odd weeks) from 8:40am to approximately 9:10am. Senior students lead the assemblies. Each assembly, each teacher selects two students from their class to receive an award. These students are invited to the stage and are presented with their certificate during assembly proceedings. Award winners are notified in the school newsletter each fortnight.

ASSESSMENT

The focus of our curriculum is on the students and their learning, growth and understanding. The focus of any assessment is therefore designed to reinforce student learning and to help teachers pinpoint difficulties so that appropriate support can be given. Assessment at Larapinta School is designed to reflect individual progress and the learning that is taking place.

Regular ongoing assessment of each student is a requirement of each teacher. Formal records are kept on student record files. Teachers are responsible for keeping these files up to date with attendance records, test results and other relevant information.

Student referrals are necessary when the classroom teacher, in consultation with appropriate management staff, identifies a child as needing assessment by a Guidance Officer, Speech Pathologist, Occupational Therapist, or School Health Service. Parental consent is required before a referral can proceed.

Following testing the guidance officer’s report will be discussed with parents and teachers. A date for interview to discuss options and support programs may be set. A placement panel may be required to discuss and recommend the future placement of the student concerned. Reviews of student progress against goals will be conducted as appropriate.

BACK TO SCHOOL PAYMENT

The NT Government’s Back to School Payment Scheme will again be available to all our parents. Please note the information below if you are not aware of the scheme.

The NT Government’s ‘Back to School Payment Scheme’ involves a payment of $150.00 towards the cost of schooling for all students from Preschool to Year 12 in Term One. This payment is to be used on behalf of students enrolled in government or non-government schools to offset the cost of essential school items. The payment can be used at the school in which the student is enrolled. The payment is not transferable to another school and cannot be used to pay for voluntary parent contributions. For students from Transition to Year 6 the payment must be redeemed by the end of Term One.

At Larapinta Primary School, parents are encouraged to use the voucher to pay for the swimming program, performances, excursions and may also be used to purchase uniforms.
BEHAVIOUR MANAGEMENT

All behavior management procedures are carried out in line with the Larapinta School ‘Wellbeing and Behaviour Policy’. This document is available to parents. A Counter Bullying Policy has been developed. A Counter Bullying Policy Parent Information Brochure was also developed and is included in this Information Pack. In 2015 the school will commence implementation of the School Wide Positive Behaviour Support program (SWPBS).

BICYCLES

Many students ride bicycles and scooters to and from Larapinta School. For safety reasons the following rules apply to all bike and scooter riders at Larapinta School.

- Students are legally required to wear a helmet
- Bikes and scooters are to be parked in the designated bike shed at the rear of the administration block
- Students are encouraged to lock bikes and scooters
- Bikes and scooters must be walked in the school grounds at all times. They should be wheeled on the designated marked paths
- All students are encouraged to respect other people’s property by not interfering with other students’ bikes and scooters.

The bike shed is locked at approximately 8.45 am and opened at 2.50 pm to ensure security of students’ property during the day. The school accepts no responsibility for the loss or theft of bikes and scooters. If the above procedures are adhered to their safety should be assured.

BUDGET

Larapinta School has statutory authority to manage the school’s finances. It has an annual budget derived from government grants and fundraising activities and under the new Department of Education global budgets initiative has responsibility for all school expenditure, including staff salaries. A finance committee is established by the School Council to oversee the financial operations of the school.

The finance committee submits an annual budget for approval by the council. The committee meets regularly to review expenditure and recommend necessary budget variations for council approval.

BUS

The school has a bus which seats 23 students. It is used to transport students to many extra curricula activities including swimming, interschool sport, general excursions and school camps. The costs of running the bus are met through the Parent Contribution component of our budget and a $5.00 payment per trip for those students for whom a Parent Contribution has not been made.
COMPLAINTS

The Department of Education (DoE) manages complaints in accordance with DoE Complaints Policy and the accompanying guidelines. Complaints may be raised in person, by telephone or in writing and may be anonymous. Complaints may be made in regard to any aspect of services:
• provided by DoE, including the conduct or decisions of staff, practices, policies or procedures;

CURRICULUM

Larapinta staff commenced delivery of national curriculum Maths and English in 2012, Science and History in 2013 and will introduce Geography in 2015. All other teaching areas are covered through the Northern Territory Curriculum Framework (NTCF) until full implementation of the national curriculum in line with national guidelines.

ENROLMENTS

The Principal is responsible for the enrolment of students at Larapinta Primary School. All families are required to attend an enrolment interview where general school policies, student needs and other relevant information are discussed and appropriate forms completed. Newly enrolled students will commence the day following the interview, to ensure teachers have time to prepare the classroom and resources for the student.

EMERGENCY INFORMATION

Your child’s safety is of utmost concern to us. It is very important that we be able to contact you in an emergency situation. Please make sure that contact details are kept up to date and notify the front office as soon as possible if phone numbers for home or work change.

HOMEWORK

Teachers will provide homework to all students from Year 2 - Year 6. At all year levels, reading at home is considered an important activity. The expectations of homework in each class will be communicated to parents at the beginning of the school year. Whilst staff recognizes the benefits homework can provide and encourage students to take part in homework activities, we also recognize that some parents have genuine reasons for not supporting homework. In these cases, there will be no consequences if homework is not completed.

HOUSE SYSTEM

New enrolments are assigned to a house as part of admission procedure. The staff and students at Larapinta are divided into four houses:

Erdunda – Blue  Andado-Red  Ooraminna- Yellow  Undoolya-Green
INDIGENOUS PARENT GROUP

Larapinta Primary has a very active and effective Indigenous Parents Group. The operation of this group is overseen by the AIEW and advice and initiatives from this group form the basis for ensuring the academic and social welfare of our Indigenous students and their families. The group is co-signatory to a School Community Partnership Agreement formed in 2011.

LEARNING SUPPORT CENTRE

Larapinta has the services of a Special Education Teacher and a Special Education Assistant. These staff members provide a service to students with special needs by assisting classroom teachers to develop or adapt appropriate learning programs to cater for an identified group of children. This may include teaching and supporting students in small groups and/or individually, both on a withdrawal from classroom basis or within the classroom.

LIBRARY

Larapinta has an exceptionally well resourced Library. It is open at lunchtime (1:00–1:30) and after school (3:00–3:15). Students can borrow at these times as well as during their library class. Parents may visit at any time. We have a small parent library from which parents can borrow. Parents can help their child to choose a book or explore a CD-ROM. All students are asked to provide a cloth library bag for borrowing to assist in protecting the books. Library bags should be labeled with the child’s name.

LOST PROPERTY

All belongings of students need to be clearly labelled. If no labels are attached lost articles are placed in the Lost Property Box located in the front office. Regular displays of lost property are organised. At the end of each term excess lost property is sent to a charity organisation.

MEDICATION

NO medication will be administered to students unless written instructions or consent has been given by a parent. If parents request medication to be administered at school the following requirements must be met.

- The doctor prescribing the medication must be aware that the school will supervise or carry out administration. It is desirable that the doctor provides medical instructions to the administering officer
- Parents who wish medication to be administered to their child must give written consent.
- Medication for administration should be delivered by the parent to the school office. The medication will be stored in a locked cupboard in the sick room
- All medication should be contained in properly labeled containers showing the name of the medication, the name of the student and the appropriate dose and frequency of administration
- The designated officer records the administration of any medication.
MUSIC

The school has the services of a specialist Music teacher. All classes participate in one music lesson per week and all students have the opportunity to participate in the school choir.

NEWSLETTER

The school newsletter is issued fortnightly on Wednesdays and is sent home with the youngest child in each family. The newsletter is available electronically by subscribing through the school website. Parents are encouraged to utilise this option. The newsletter contains information and news important to the operations of the school, together with celebrations of our successes and community news which may be of value and interest to parents.

NITS/ HEADLICE

As per DoE policy where a student is suspected of having head lice or live nits the school will provide the student with a letter to take home informing parents. Additionally all parents of students in the class are notified by letter with a recommendation to check their child for head lice/nits. When onsite, the nurses from the Targeting Health Improving Engagement (THIE) program may treat students whose parents have provided consent to do so.

PARENT PARTICIPATION & INVOLVEMENT

DoE (Department of Education) has a commitment to the involvement and participation of parents and the community in school management and the education process. Larapinta School encourages parent participation through school council election, sub-committee involvement, Indigenous Parent Group, encouragement of parents to assist in classroom and extra curricula activities, and volunteer help at times throughout the year. If you can assist us in any way please contact the Principal, office staff or classroom teacher.

Parents helping out in their own child’s classroom are able to do so without an ochre card. By law and policy an ochre card is required for any parent (including police officers) attending an overnight camp/excursion and if assisting in classrooms other where their own children are placed.

PRESCHOOL

Larapinta Preschool is an integral part of Larapinta Primary School. The operation and management of Larapinta Preschool is the responsibility of the Principal through the ‘Teacher in Charge’ at the Preschool. Children who have turned four years old by 30 June are eligible to be enrolled in the preschool. Enrolment interviews are conducted by the Principal and Preschool Teacher in Charge. If there are no vacancies, the child’s name can be placed on a preliminary waiting list. Names are entered on a waiting list when parents contact the preschool. Preschool children attend either a morning or a full day session and parents are expected to provide transport. Placement of students in these sessions is determined by places available and the wishes of parents. Times for the Preschool in 2015 are as follows:
Full sessions
Monday and Tuesday 8.00-3.30 OR
Wednesday and Thursday 8.00-3.30

Part sessions
Morning sessions Monday-Friday 8.00-11.45 OR
Afternoon session Monday-Thursday 11.45-3.30

Larapinta Pre-School Parent Contributions are $45.00 per term.

PUNCTUALITY

Parents are reminded that it is very important for students to be on time for classes. It is essential that children are in class from the beginning of the day. It is during this time that class administration matters (notes distributed and returned, the day’s program and coming events) are discussed. Students who are late miss out on important information and struggle to catch up during the day. Late students are noted on the roll and days late per year are recorded on student reports. Consistent lateness will be followed up by the Principal.

REPORTING

Reporting to parents about student progress is an essential component of a teacher’s professional responsibility. The following is an outline for reporting student progress to parents/carers of Larapinta Primary School students.

Term 1 Meet the Teacher Evening
Term 2 Written report to parents and Teacher/Parent interviews
Term 3 Teacher/Parent Interviews as requested
Term 4 Written report to parents

SCHOOL COUNCIL

The Department of Education has a commitment to the involvement and participation of parents and the community in school management and the education process. Within this policy individual school communities, through school councils, are able to identify local education priorities, plan the development of education services and carry out a range of advisory and administrative functions for the benefit of their schools.

Larapinta Primary School Council is incorporated under the Education Act and has a constitution that requires the approval of the Minister of Education. The constitution sets out the membership structure of the council and the terms of office of its members.

The Larapinta Primary School Council is elected at the AGM in March each year and meets on the third Monday of every month with the exception of July. Meetings are open to all parents. The council also operates sub committees; Finance, Fundraising and Grounds and Maintenance. If you are interested in joining one of these committees please contact the Principal, the School Council Chairperson or talk to one of the staff members in the front office.
SCHOOL HOURS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lessons commence</td>
<td>8:30am</td>
</tr>
<tr>
<td>Recess supervised eating time</td>
<td>10:30 - 10.40 am</td>
</tr>
<tr>
<td>Recess Play</td>
<td>10.40 - 11.00 am</td>
</tr>
<tr>
<td>Lunch supervised eating time</td>
<td>12.50 – 1.00 pm</td>
</tr>
<tr>
<td>Lunch Play</td>
<td>1.00 – 1.30 pm</td>
</tr>
<tr>
<td>Classes dismissed</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

SCHOOL PERFORMANCES

During the year, various performing artists visit Larapinta School. The shows are booked well in advance – usually the preceding year. Families are asked to pay for these performances and may utilize the Back to School Payment for this purpose.

SICKNESS

Children who are unwell should not attend school. The Department of Education in consultation with Territory Health Services has developed guidelines on recommended minimum periods of exclusion from school or preschool for infectious diseases cases and contacts. These tables are included in this booklet. In cases where students are sick at school parents/guardians will be notified to collect students.

SMOKING

In April 1989, all departmental vehicles and premises were declared non-smoking areas. In line with this policy, teachers, parents and visitors are not to smoke in the school or in front of students.

STUDENTS WITH SPECIAL NEEDS

Larapinta School has a number of special needs students in line with Departmental Inclusion Policy. These students are members of mainstream classes and are sometimes supported by Inclusion Support Assistants and Special Education personnel to enable individual education programs to be more readily implemented.

STAFF MEETINGS

Larapinta teachers attend a professional learning meeting each Tuesday afternoon at 3.15 pm and all staff members attend an administration meeting at 8.00am each Wednesday morning.
SCHOOL STRATEGIC PLAN

In 2008, DoE’s Accountability and Performance Improvement Framework (APIF) was implemented in all schools. The APIF aims to ensure all students achieve their social, intellectual and physical development potential. It provides a system of accountability for schools, sets clear expectations and standards and promotes a culture of reflective practice and continuous improvement. From a school’s perspective, there are three main aspects to the APIF:

(1) **Strategic Improvement Plan** – developed every four years, the Improvement Plan identifies goals in five Key Result Areas, broad strategies the community will implement and identify and locally set targets to achieve improvement goals.

(2) **Annual Operational Plan** – this identifies short term priorities and targets, specific actions required to implement improvement strategies, staff that are to perform the actions and resources and professional development required.

(3) **Annual Performance Report** - provides a performance report against the five Key Result Areas and the school’s improvement targets. This report replaces the School Annual Report.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Each year a Student Representative Council is elected from students at Larapinta Primary School. Each class elects two members to the SRC. From these selected members an Executive Committee is then formed. This committee comprises a President, Vice President, Secretary and Treasurer.

The SRC is responsible for representing the student body, fundraising for particular charities and providing a model of leadership, behaviour and responsibility for all students in the school. The SRC is invited and encouraged to have input into the school council and other school matters where appropriate. Members of the SRC are responsible for feeding back information to their respective classes and to the junior school.

STUDENT SUPPLIES

The Northern Territory Government provides funding for essential supplies to students. Each student is given a basic supply of essential components. If additional supplies are needed through loss, students are asked to replace those items.

SUPPORT STAFF

The following staff positions support the work of teachers and management within the school: Administration Manager, Special Education Assistant, School Assistants, Preschool Assistants, Maintenance Officer. School Assistants work in various capacities around the school. Their roles include first aid, administration, photocopying, library and classroom assistance, help and support for classroom teachers on excursions and camps and general administration. Support staff work with teachers in providing programs for special needs students and other students requiring extra support.
SWIMMING

Larapinta School runs a swimming program over a two week period during the first term each year. Students from Transition to Year Four participate in the program. Parent Information is sent out prior to the annual commencement of the program each year.

TRANSITION INTAKE

All children are eligible to enroll in Transition at the beginning of the year as long as they will turn five before the 30th June that year. The enrolment process for Transition students is the same for all other students. (See ‘Enrolments’)

UNIFORMS

In line with government policy, all students at Larapinta Primary School will wear the school uniform every day they attend school. Wearing the school uniform is an integral part of a child’s participation in the life of the school. The school colours are teal and ink (dark navy).

School uniform is as follows:

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>School T-shirt with logo</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Ink shorts with LPS print</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Skort with LPS print (with pocket)</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOYS</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>School T-shirt with logo</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Ink shorts with LPS print</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Jumpers</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Jackets</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Baseball Hat</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Library Bags</td>
<td>$5.00</td>
<td></td>
</tr>
</tbody>
</table>

Hats are compulsory and must be worn for all outdoor activities.

All items of school uniform (excluding footwear) are available for purchase at the school.

Sandals and shoes are regarded as the minimal standard of acceptable footwear. In the interest of safety, thongs and surf sandals are not considered to be appropriate footwear.
STAFF 2015

Teaching Staff
Principal                                       Brenda Jolley
Assistant Principal                             Jackie Mullins
Senior Teacher/ Special Education Teacher       Jacqueline Bramley
Senior Teacher/Curriculum                      Sarah Crook
Year T/1                                        Kylie Jones
Year T/1                                        Amy Malberg
Year 1/2                                        Candy Kerr
Year 1/2                                        Jenny Hurn
Year 3                                          Cindy Steed
Year 3/4                                        Sue Thomson
Year 4/5                                        Michelle Rowe
Year 4/5                                        Chris Hunt
Year 6                                          Sarah Crook
Year 6                                          Mitchell Donaldson
Impact Coach                                    Wendy Kleeman
Science                                         Shaun Kenneth
Music                                           Belinda Young
Preschool Teacher-in-Charge                    Jenny Ashenden
Preschool teacher                              Denise Williams-Kennedy
                                                  Eleanor Diflo

Administrative Staff
Administration Manager                          Shirley Young
Aboriginal Islander Education Worker            Marly Wells
School Secretary                                Cathy Bridges
Special Education Assistant                    Marlene Firkin
Library Support Officer                         Josie Hodgins
School Assistant                                Carrie Hughes
Maintenance Officer                            David Wright
Preschool Assistants                           Wendy Pierson
                                                  Michelle Allen
                                                  Krystal Commandeur

School Council Staff
                                                  Holly Bennett
                                                  Marg Morrant
                                                  Emma Smith
                                                  Dustin Hunter
                                                  Naomi Ingamells
                                                  Ella Syme