Tanunda Lutheran School

Parent Handbook

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TANUNDA LUTHERAN SCHOOL

Welcome to Tanunda Lutheran School.

This Handbook is designed to provide information to parents/caregivers in an easy-to-find format. Items are listed alphabetically.

Please phone the school office on 8563 2456 or email admin@tls.sa.edu.au if you have any questions.

SCHOOL TEXT AND LOGO

The Tanunda Lutheran School text is as follows:

Jesus said,

“Let the children come to me, do not hinder them: for to such belongs the kingdom of God.”
Mark 10:14

The words of this text stress the school’s foundation and purpose – that is to teach and show our children God, to lead them to the Saving Word, to trust and have faith in Christ as their Saviour.

VISION & MISSION STATEMENT

We believe that it is most important that children develop relationships which are built on the Gospel values of:

- Love
- Courage
- Justice
- Humility
- Compassion
- Hope
- Forgiveness
- Quality
- Service
- Appreciation

Vision: “Inspiring excellence with Christ at the heart.”

- To help children see the love of God in their lives and to help them share that joy with those around them.
- To provide for each child, instruction in God’s Word and its place in our lives.
- To provide a setting where children can respond to God’s Word through worship and Christian living.
• To provide for each child, a wide range of experiences and activities which will stimulate interest in and desire for learning.
• To provide an atmosphere where each child is encouraged to develop his/her individual talents as fully as possible.
• To give each child a solid foundation in all basic subject areas.
• To provide opportunity for each child to experience a wide range of creative experiences.
• To provide opportunity for the total mental, physical, emotional, social and spiritual growth of each child.

**Mission Statement:** “Tanunda Lutheran School inspires excellence both in academic and co-academic areas of education in a Christian, positive environment.”

**ACCIDENT INSURANCE**

The Lutheran Church of Australia provides Student Personal Accident Cover for all students. Please note that this cover is included in your school fees for the year, (i.e. there is no additional payment required by you).

An information sheet providing details of this insurance is available upon request from the school office.

**ALLERGY AWARENESS**

Tanunda Lutheran School has a duty of care to provide a safe work and play environment for all by catering for the unique health requirements of all members of its community. We aim to encourage awareness and understanding of anaphylaxis (severe and sudden allergic reaction) and minimize the risk to the person with this condition. It can occur when a susceptible person is exposed to an allergen. Common allergens are foods, insect stings, medications and latex. Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response. Where a trigger for anaphylaxis is known, measures will be taken to prevent exposure, however, it may not always be possible to avoid triggers.

If a child has anaphylaxis, it is the responsibility of the parent to inform the Principal of the school of the health needs of the child upon enrolment and when the health needs of the child change. As requested, parents are required to negotiate an individual health care plan for school support of the student’s health with the first aid officer and staff and provide written requests by a general practitioner for the school to administer prescribed medications (Medication Authority Form), as well as a current annual action plan.

‘NUT POLICY’

This policy aims to ensure a safe environment for all by catering for the unique health requirements of all members of the school’s community. To this end, we endeavour to ensure Tanunda Lutheran School is a nut-free school and seek the school community’s co-operation in supporting the safety of all students at the school.

At Tanunda Lutheran School parents/carers are asked not send to school:

• Nuts or foods containing nuts.
• Processed or prepackaged foods which have nuts or nut products listed as all or part of their ingredients, such as - biscuits, muesli bars, chocolates containing nuts.
• Nut butters e.g. peanut butter, Nutella.
• Foods which have been prepared/cooked using nut oils (eg peanut oils).
• Nuts or nut products to be used for school lessons or play activities.

If nut products are sent to school for snack or lunch:
• The child with nuts or food containing nuts will eat the food in isolation.
• A note explaining the nut free policy and asking for an alternative to be packed in future will be sent home with the child.

We ask that all food coming to school is provided in clearly labelled containers (label lunch boxes and drink bottles) and that parents encourage their children to eat only food which they have provided. Parents of children with anaphylaxis may provide a small supply of ‘special’ treats to be kept in the classroom in the event that food is given out in class. This is to be clearly labelled. Parents may also supply food for their child to eat at class parties as an alternative. This is to be clearly labelled.

A full copy of the TLS Nut Policy is available on the school website.

ASSEMBLY
A whole school assembly, conducted by the children, is held fortnightly on Friday at 2:30pm in the Harvest Centre. Parents and friends are always welcome to attend.

ASSESSMENT AND REPORTING

Assessment
• Teachers regularly assess students’ skills and understanding in all learning areas using a variety of authentic processes, both formative and summative.
• Standardised assessment in Reading, Spelling and Mathematics occurs in Term 4.
• NAPLAN tests are conducted for Years 3, 5, and 7 each year in May. Results are available in September.
• Diagnostic assessment of students with possible learning difficulties and or gifted and talented abilities can be arranged with an educational psychologist following consultation between class teacher, parents/care givers and specialist teachers.

Reporting
• Reporting academic and pastoral information to parents/care givers is regular and ongoing:
  o Term 1 Parent /Teacher Interview (an evening and one pupil free day near the end of term one) and student portfolio.
  o Term 2 Formal written report including comments and grades and student portfolio.
  o Term 3 Interviews are conducted following a parent or teacher request. Student portfolios.
  o Term 4 Summary report including comments and grades. Student portfolio.

• Parents/caregivers may request a summary of levels of achievement for all students at a given year level following formal semester reporting. This is a statistical record and does not contain student names. When asked the school will provide you with information that clearly shows your child’s achievement in the subjects studied in comparison to that of other children in the
child’s peer group at the school. This information will show you the number of students in each of the achievement levels.

- **Student portfolios** contain samples of students’ work to help inform parents and caregivers of their child’s current achievement level for various set tasks. All learning areas are represented and form part of the learning story for each student.

**Parent/Teacher Interviews**

- Parent participation in student learning through active communication and co-operation with teachers is encouraged. Teachers are available, by appointment, whenever parents wish to discuss their child’s learning needs.

**ASSOCIATED CONGREGATIONS**

Langmeil (Tanunda), St John’s (Tanunda), St Paul’s (Tanunda), Tabor (Tanunda), Herberge Christi (Bethany), St Michael’s (Marananga) and Bethlehem (Gomersal) are supporting congregations. Classes may visit congregations during the course of the year to participate in a service. Parents will be notified in advance if this is to take place. Once a year we also have a combined service held in the Harvest Centre.

**ATTENDANCE**

Parents must notify the school by 9:00am either via telephone, TLS App, email to class teacher and admin@tls.sa.edu.au, or written note to the teacher if a child is absent. The law requires that a reason for each absence be recorded.

No child is permitted to leave the school grounds before home time without prior notification from parents. The child must also be signed out in the folder provided in the office before leaving.

Students arriving after the morning bell at 8:45am must be signed in on the sheet in the office.

**AWARDS**

Class Awards and Principal’s Awards are presented to students fortnightly at Assembly. Tanunda Lutheran School also offers the following awards:

1. **Academic Awards**: in recognition of outstanding academic effort and achievement.
2. **‘Terrific Kids’**: this is sponsored by Kiwani’s and is in recognition of students who demonstrate a high level of personal effort.
3. **Service Awards**: in recognition of outstanding service

These are presented at the end of year service.

**BAPTISM**

Students who are not baptised may at times express a desire to be baptised. Parents who wish their child to be baptised and/or would like more information about baptism, may contact one of our Lutheran pastors who support the school, or the TLS Wellbeing Coordinator.

The pastors of the school’s associated congregations are available to all Tanunda Lutheran School families to assist with baptism arrangements or any other spiritual or personal needs. All associated pastors’ contact details may be obtained from the school office. The School Chaplain and Wellbeing Coordinator’s details are also available from the school office.
BEHAVIOUR MANAGEMENT

Expectations of behaviour are clearly communicated to all members of the school community. Effective management of student behaviour occurs in partnership between our school and the parents/caregivers of the students.

Through an emphasis on positive attitudes and behaviour in relationships, Tanunda Lutheran School aims to promote Christian growth and development.

Teacher and student relationships should be based on mutual respect and trust:
- Respect for others
- Respect for self
- Respect for community.

We endeavour to create positive and caring relationships by:
- developing a pleasant learning environment
- actively listening
- encouraging children to be fair and aware of the rights of others
- developing a sense of responsibility for personal behaviour.

This is accomplished using a **C.A.R.E.S** framework.

- **C**ommunication: Communicate with love and respect for one another.
- **A**cknowledge: Acknowledge each other by acting fairly.
- **R**espect: Respect the school, each other and the property of others.
- **E**ducation: Do our best and support each other with our learning.
- **S**afety: Act safely by considering each other and protecting ourselves.

Response to inappropriate behaviour

**Children need to:**
- experience the consequences of their behaviour
- accept responsibility for their behaviour
- acknowledge their wrong doing
- be encouraged to seek forgiveness.

**Teachers need to:**
- apply consequences for inappropriate behaviour
- follow the Behaviour Management Plan
- model Christ’s actions re forgiveness.

**Parents/caregivers need to:**
- be familiar with and support the TLS Behaviour Management Plan
- discuss any concerns or problems directly with the teacher and/or the Principal.

Behaviour Management Plan

**Teachers are required to:**
- be consistent and fair
- provide clear and explicit expectations
• maintain a safe, caring learning and playground environment
• apply logical consequences
• encourage positive behaviour
• inform parents/caregivers of the TLS Behaviour Management Plan
• display classroom expectations and steps of the Behaviour Management Plan
• designate a time out area in their classrooms.

**Behaviour Management Plan Steps**

**Classroom**

- **Step 1** Formal warning (consequence - name recorded and displayed in classroom)
- **Step 2** Time out within the classroom
- **Step 3** Time out in another classroom or Yard Time Out Bench (Lunch time)
  - details recorded in Yard Time Out Book.
- **Step 4** Behaviour Attitude Consequence Room (BAC Room)

**Yard**

- **Step 1** Student walk with yard duty teacher
- **Step 2** Student sent to the Yard Time Out Bench
  - details recorded in the Yard Time Out Book
  - after three entries in the Yard Time Out Book, student sent to BAC Room.
- **Step 3** BAC Room

**Yard Behaviour Expectations and Consequences**

<table>
<thead>
<tr>
<th>School Rule</th>
<th>Possible Actions</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C - Communication</td>
<td>Teasing/ put downs</td>
<td>1. Individual discussion</td>
</tr>
<tr>
<td></td>
<td>Serious verbal abuse (including swearing or racist comments)</td>
<td>BAC Room</td>
</tr>
<tr>
<td></td>
<td>Non-compliance with teacher's instruction</td>
<td>1. Time out bench. Record in the 'Timeout Book'.</td>
</tr>
<tr>
<td></td>
<td>Lying</td>
<td>2. BAC Room</td>
</tr>
<tr>
<td></td>
<td>Sexual harassment</td>
<td>Refer to Harassment Policy</td>
</tr>
<tr>
<td><strong>ACKNOWLEDGE</strong></td>
<td>Not sharing equipment</td>
<td>1. Individual discussion</td>
</tr>
<tr>
<td>A - Acknowledge</td>
<td></td>
<td>2. Time out bench. Record in the 'Timeout Book'.</td>
</tr>
</tbody>
</table>
## R – Respect

Respect the school, each other and the property of others.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Consequence</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti / vandalism</td>
<td>BAC Room</td>
<td></td>
</tr>
<tr>
<td>Mistreatment of school equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or playground equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Littering</td>
<td>1. Time out bench. Record in the 'Timeout Book'.</td>
<td>BAC Room</td>
</tr>
<tr>
<td>Interfering or damaging others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>property</td>
<td>1. Time out bench. Record in the 'Timeout Book'.</td>
<td>BAC Room</td>
</tr>
<tr>
<td>Stealing</td>
<td>BAC Room</td>
<td></td>
</tr>
</tbody>
</table>

## E – Education

Act safely by considering each other and protecting ourselves.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Consequence</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physically hurting others</td>
<td>BAC Room</td>
<td></td>
</tr>
<tr>
<td>such as hitting, pushing, punching, fighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsafe play on the playground</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullying</td>
<td>1. BAC Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Internal suspension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. External suspension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Expulsion</td>
<td></td>
</tr>
<tr>
<td>Leaving the yard to retrieve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sports equipment without asking permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entering classrooms without</td>
<td></td>
<td></td>
</tr>
<tr>
<td>permission</td>
<td>1. Time out bench Record in the 'Timeout Book'.</td>
<td>BAC Room</td>
</tr>
<tr>
<td>Possession and/or use of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>inappropriate items</td>
<td>1. Confiscation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. BAC Room</td>
<td></td>
</tr>
</tbody>
</table>

## S – Safety

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.

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 an atmosphere of enjoying and learning in a pleasant working environment.
- actively listening to children.
- encouraging children to be fair and sensitive and to be aware of the rights of others.
- developing a rapport with children so they feel confident to communicate their needs and concerns.
- developing in each child a sense of responsibility for their own behaviour.

**YARD RULES**

<table>
<thead>
<tr>
<th>EXPECTATIONS</th>
<th>POSSIBLE ACTIONS</th>
<th>LOGICAL CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move and play in a safe way</td>
<td>Running on hard surfaces</td>
<td>Repeat the action the right way</td>
</tr>
<tr>
<td></td>
<td>Climbing trees</td>
<td>Reminder of dangers</td>
</tr>
<tr>
<td></td>
<td>Using hard balls</td>
<td>Yard duty teacher holds ball until the end of lunch time</td>
</tr>
<tr>
<td></td>
<td>Pushing or shoving in line</td>
<td>Go to the back of line</td>
</tr>
<tr>
<td></td>
<td>Fighting</td>
<td>Withdrawal from yard/notice home</td>
</tr>
<tr>
<td>Care for all property</td>
<td>Graffiti/Vandalism</td>
<td>Withdrawal from yard/clean up mess or pay for damages</td>
</tr>
<tr>
<td></td>
<td>Mistreatment of school sports equipment</td>
<td>Student concerned loses right to play with that equipment</td>
</tr>
<tr>
<td></td>
<td>Accidental breakage</td>
<td>Student to clean up mess</td>
</tr>
<tr>
<td>Everyone must work and play in designated places</td>
<td>Children in rooms during breaks without permission</td>
<td>Give reminder and send them out</td>
</tr>
<tr>
<td></td>
<td>Child retrieving sports equipment outside the school boundaries without permission</td>
<td>Remind them to seek permission first</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sitting Out</td>
</tr>
<tr>
<td>Keep our school clean and tidy</td>
<td>Accidental littering</td>
<td>Pick up pieces of litter</td>
</tr>
<tr>
<td></td>
<td>Deliberate littering</td>
<td>Pick up own piece and other litter</td>
</tr>
<tr>
<td>Care for other people – verbally and physically</td>
<td>Name calling</td>
<td>- verbal apology</td>
</tr>
<tr>
<td></td>
<td>Swearing directed at someone else</td>
<td>- written apology</td>
</tr>
<tr>
<td></td>
<td>Indirect Swearing</td>
<td>- withdrawal from yard</td>
</tr>
<tr>
<td></td>
<td>Bullying</td>
<td>Reminder that other people may be offended by that action</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Withdrawal (BAC Room)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sitting Out</td>
</tr>
<tr>
<td>Follow teacher’s instructions</td>
<td>Non-compliance with consequences above</td>
<td>Depending on severity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- withdrawal (BAC Room)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- note home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- suspension</td>
</tr>
</tbody>
</table>
**BICYCLES/SCOOTERS**

All children riding a bicycle to school must wear an approved safety helmet and park their bicycles in the racks provided. Bikes are not to be ridden in any part of the school grounds. It is particularly hazardous in the car park.

While the school does teach bicycle safety, it is important for parents to stress safe riding procedures with their children. Where practicable, we encourage students to ride their bikes to school as an alternative to car transport.

Please note that students riding scooters or rip sticks to school are also required to wear an approved safety helmet.

**BOOKS & STATIONERY**

Student stationery requirements are distributed at the beginning of each year. The contents of specialised class stationery packs are selected by the teachers.

Items are supplied through a nominated stationery supplier. Parents are required to order children’s stationery online before a specified date in December.

Any students commencing at other times throughout the year will also require a complete stationery pack.

Students requiring additional stationery during the year will be required to provide these items from home. No stationery is available for purchase from school.

**BUILDING RELATIONSHIPS**

There are many opportunities to relate informally and build relationships with staff and each other at TLS. These include:

- social activities as organised by the Parents and Friends (P&F) and Class Parent Representatives
- attending congregational visits
- attending information evenings
- attending special school functions
- staying after school worship for tea/coffee
- sub committee involvement.

**BUS**

There are several buses which service TLS. These include Link SA and Faith.

If you require the use of a bus, please contact the school office.

3:00pm Connecting Bus to Faith Lutheran College

Link SA provide a daily connecting bus service from TLS to Faith Lutheran College for students requiring a connection to another bus. This bus leaves TLS promptly at 3:00pm each day.
Should your child/ren require this service, please arrange this with Link SA directly (8564 3022) and collect a consent form from the TLS office. Without written notification from parents, students will not be permitted to utilise this service. Parents are required to notify both Link SA and TLS (class teacher and admin staff), if there are any changes to the regular routine.

Catching the Bus After School

Any students catching a bus are required to promptly move to the ELC entrance of the school at the end of the day. There is a supervising teacher on duty until all bus students have gone.

Bus Behaviour

Students who travel on any school buses 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.

CAMPS AND EXCURSIONS

Within the school year, classes undertake excursions at various times as opportunities to learn outside the classroom. Adequate notice will be given to parents prior to each excursion, including details of the excursion and a consent form. A general consent form to cover incidental excursions within Tanunda is signed by parents on the Student Healthcare and Information Form at the commencement of each school year.

Outdoor Education

Outdoor education activities are defined as those that occur out of the classroom. These experiences provide an experiential style of learning, and offer opportunities for the development of a range of skills, attitudes and understandings not readily accessed within the confines of the classroom.

Each class participates in excursions which are specifically designed to enrich the classroom program and attendance is compulsory.

Students in Years 2 to 7 also have the opportunity to participate in class camps. These are arranged by class teachers with Year 7 students going on a trip to Canberra. Due notice of details, dates and costs is given to parents well in advance of the proposed date.

The camp program offers further opportunities for students to develop:

- social skills
- communication skills
- problem-solving
- independence
- decision making
- teamwork
- initiative
- self-sufficiency
- understanding of environmental issues
• general, local and historic knowledge
• a wide range of physical, practical and manipulative skills.

Parents are informed about camp plans at the Parent Information Evenings held early in Term One. A complete copy of the Camps & Excursions Policy is available on request.

CAR PARKS

Parents may park in either of the Langmeil or St. Johns car parks, or in the Maria Street car park adjacent to the Early Learning Centre.

If using either of the Langmeil car parks, children should alight from cars and walk quickly and carefully to and across the pedestrian crossing. Parents should ensure that small children (up to Year 3) do not have to cross the car park alone.

Parents using the Maria Street car park are to ensure that children are escorted to/collected from the verandah area of the ELC.

The ‘Kiss and Drop’ zone operates in the Maria Street car park.

With increasing numbers of students being collected from ‘kiss and drop’ in the afternoon, it is vital that vehicles do not begin queuing before **3.15pm**. This will enable the majority of students being collected to arrive at the collection point which will prevent delays.

• Speed limit within the car park area is 5km/h; it is a high traffic area and extreme caution needs to be exercised.
• Motorists are asked to please refrain from using mobile phones when moving through the car park.
• Please adhere to directional arrows. Please do not ‘cut corners’ to secure a parking space. This action is unfair to motorists following the directional arrows.
• If at all possible, please do not exit the vehicle to store bags etc. in the boot of your vehicle when stationary in the ‘kiss and drop’ zone.
• Children are to only enter and exit vehicles on the passenger (left) side of the vehicle.
• Vehicles exiting the ‘kiss and drop’ zone have right of way.
• Please enter the car park via Theodor St, preventing a need to turn right into the car park.
• When exiting the car park, please turn left only.
• Motorists using the stationary parking spaces in the Maria Street car park - please use extreme caution when reversing.
• Pedestrians within the area please use the middle pedestrian isle or paved areas. Please avoid walking in the car parking area. Pedestrians are asked to use the zebra crossing at all times.
• Vehicles to always give way to pedestrians using the zebra crossing directly adjacent to the ELC unless otherwise directed by the teacher on duty in the afternoon.
• Only use the marked ‘kiss and drop’ zone to collect and drop off students.
• Please do not use the bus pull out lane on Maria Street as a drop off / collection point.
• Please do not park anywhere on Maria Street between Theodor St and Jane Place.

Parents are asked to collect their children as soon as possible at the end of the day. Children who have not been collected by 3:30pm will be taken to the front office where they will wait until their transport arrives.
CHOIR
Students from Year 3 – Year 5 are encouraged to join the school choir. Performance events include participation in chapel, as well as participation in major community events.

CLASS CHURCH VISITS
Each year, classes visit supporting congregations. The dates for these visits will be available via class newsletters.
Students are actively involved in assisting worship in a variety of ways including presenting Bible readings or dramatic skits, leading prayers and songs and/or providing art work.
The purpose of these visits is for students and their families to participate in a meaningful worship experience within a supporting congregation. Parents are strongly encouraged to support these events.

COMMUNICATION AND CONTACTING THE SCHOOL
At TLS there is an emphasis on teachers and parents working together in partnership. We understand that when teachers and parents work cooperatively together, it is the students who benefit.
A range of strategies have been developed to assist parents to be involved in their children’s schooling and have an understanding of the learning process.
Parents are most welcome to meet with teachers to discuss their child. In order for this to happen effectively an appointment must be made.
During the busy periods immediately before and after school, teachers are available to parents and students in the class for brief general messages about the day ahead or informal greetings.
Parents wanting to discuss their child’s progress or the class program, are asked to make an appointment at a time when the teacher can give their full attention.
Appointments can usually be made from 3:30 pm on any day except when staff meetings are held.
- For specific information about your child and the class program – contact the class teacher.
- For information/queries about specialist subject areas (eg Performing Arts, German/Japanese, Physical Education), contact the specialist teacher in charge.
- For information about fee payments or accounts contact the Business Manager.
- For information about the Parents and Friends Association contact the P & F Chairperson.
- For information about the Learning Support/Extension program contact the Learning Support Teacher or Gifted Education Teacher.
Aside from the invitation to parents to discuss student progress regularly with their teacher; at the end of term 1 we have our scheduled Parent Teacher Interviews. This is a valuable opportunity to sit down with your child’s teacher and discuss their academic and social progress in detail. Parents will receive information regarding interviews in our weekly newsletter ‘TreLiS’.
When to contact the Principal

The Principal is vitally interested in parents’ views about the general direction of the school. Some parents email or write letters which are complimentary and/or indicate suggestions or concerns. Others discuss their ideas informally or book a meeting time. Sometimes you may wish to speak to the Principal about matters that have not or cannot be resolved with the class or specialist teacher.

If there are confidential personal concerns that are important to your child’s progress at Tanunda Lutheran School, please do not hesitate to make an appointment with the Principal.

The Principal also conducts Parent/Principal Interviews. All parents are encouraged to book a time to come in and chat about any school related matter. This is an opportunity to speak with parents and further strengthen the relationship between home and school. Please also remember that the Principal is available to speak with parents at any stage during the school year, not only at these scheduled sessions.

After the round of interviews, the Principal also conducts a Principal’s Information Session. This is an opportunity to present to the school community about current initiatives and exciting plans for the future.

COMMUNICATION BAGS

Students are issued with a TLS Communication Bag when they commence at school. These bags are used to carry any items to or from school, eg homework, class notes, newsletters, school fee accounts, lunch orders, school banking, etc. They are taken home by the students each day and returned to school the following morning. These are available for purchase from the Uniform Shop. For this system to be successful, we ask parents to ensure that communication bags are returned to school each day.

COMPUTER TECHNOLOGY

Technology is always changing and so too are classrooms. Tanunda Lutheran School has certainly embraced technology and has implemented a range of devices and teaching strategies in order to accommodate these changes and to support students with their learning.

In 2012, TLS introduced a 1:1 notebook program to students in Year 4 through to Year 7. The program has given students immediate access to the outside world via the Internet and also allows them to use a range of software applications and tools. Notable characteristics have been observed in students, including their enthusiasm, cooperation, collaboration and concentration when using the notebooks.

TLS has not only leapt forward with the 1:1 notebook program, but we also have iPads that are utilised by the junior primary classes. Due to the 1:1 notebook program, the junior primary classes now have greater access to the school’s desktop computer resources on a regular basis.

TLS eagerly looks forward to the future of technology and knows that we are providing the best opportunities for our students to have access to these amazing classroom tools.
CONCERT/MAGAZINE
A whole school concert is held during Term 3 each alternate year.
A school magazine is produced in Term 4 every year. Every family will receive a copy of the magazine. The cost will be charged to your account in term 4.

CURRICULUM AT TLS
The Australian National Curriculum and the Lutheran Education Christian Studies Curriculum Framework are the frameworks upon which the TLS syllabus is based. TLS uses play based and inquiry teaching and learning models to plan and teach units of work across key learning areas.

The Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach. It also gives attention to seven general capabilities that are important for life and work in the 21st century and to three cross-curricula priorities which are important issues for Australia. The general capabilities and the cross-curriculum priorities are not added as additional subjects. They are dealt with, where relevant, through the learning area content on which the curriculum is built.

The seven general capabilities are literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical understanding, and intercultural understanding and the three cross-curriculum priorities are Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia’s engagement with Asia, and sustainability.

Through the curriculum and other school based programs Tanunda Lutheran School aims to develop in students:

- knowledge of the Christian faith and a capacity to exercise judgement in matters of morality, ethics and social justice within a Christian worldview
- a love of learning
- an inquiring mind
- English literacy skills
- Numeracy and other mathematical skills
- Information processing and computing 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 and of other societies and cultures
- A knowledge of languages other than English (German and Japanese)
- An appreciation and understanding of, and confidence to participate in, the visual and performing arts
- An understanding of and concern for the 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
CURRICULUM KEY LEARNING AREAS

A syllabus has been developed for each of the key learning areas:

- Christian Studies
- English
- Mathematics
- Science
- Humanities and Social Sciences
  - History
  - Geography
  - Economics and Business (Year 5 – 7)
  - Civics and Citizenship (Year 3-7)
- Technologies
  - Digital Technologies
  - Design and Technologies
- Health and Physical Education
- German and Japanese
- The Arts
  - Dance
  - Drama
  - Media Arts
  - Music
  - Visual Arts

DENTAL CLINIC

The School Dental Clinic nearest to our school is in Nuriootpa. The clinic may be contacted by phoning 8562 1544.

DUTY OF CARE

Tanunda Lutheran School staff is required to take reasonable care to ensure the safety of students within their care and protect them from predictable, obvious dangers.

Parents can assist by ensuring that the school is informed about their child’s medical history (refer Medical Information) and any conditions which make him/her more vulnerable in particular circumstances.

Medical and Consent forms for excursions and camps must be returned before students will be allowed to participate.

Parents are asked to ensure that their children are never at school unsupervised. Teacher supervision begins at 8:20am and concludes at 3:30pm. When collecting children parents are asked to meet them on the grounds or from the pick-up zone from 3:10pm (Junior Primary) and 3:15pm (Year 3-7).
Students collected during the school day (e.g. for appointments or due to illness) must be met at the school office and a staff member advised that they are leaving school. Parents are required to sign students out in the “Student In/Out Folder” provided in the office.

Supervision of students before 8:20am and after 3.30pm is a parental responsibility. When special school and sporting events are held out of school hours, student supervision is a parent responsibility unless otherwise stated.

**EARLY LEARNING CENTRE (ELC)**

TLS also offers an Early Learning Centre for children aged 3½ - school age. The ELC aims to provide a warm, nurturing Christ-centred environment with an innovative play-based curriculum designed to enrich each child’s individual learning style and needs.

Session times are daily from 8:30am to 3:00pm

Post session care is available between 3:00pm – 4:30pm. OSHC is available from 4:30pm – 6.30pm.

The Early Learning Centre is an accredited service and is approved for childcare benefits and rebates. For more information please see the Director of the Centre or phone 85633849.

**ENROLMENTS**

**Parental Awareness**

Before placing an application for enrolment for either the school or Early Learning Centre, prospective parents are required to meet with the Principal. This provides an opportunity to answer any questions you may have and will also make parents aware of the school’s philosophy and practice.

**Eligibility**

All students are eligible for enrolment. Parents of students with special needs are required to provide complete and accurate information about their child so that a thorough investigation of the school’s ability to cater for the needs of the child may be conducted prior to the enrolment decision being made.

**Demand for Places**

When applications exceed the number of available places, students will normally be accepted according to the criteria listed in the School’s Enrolment Policy.

**Progress Through the School**

Since emphasis is placed on child-centred learning and individual progression, promotion through the school is based on children’s readiness as determined by our continuing assessment procedures. If, in the opinion of a class teacher or parent, a child is not ready to progress to the next year level, consultation would occur with a number of relevant staff regarding the possibility of the child repeating the year level.

Similar consultation would occur with parents of children whose high ability and achievement would enable them to accelerate progression, (see also Gifted Education Policy available from the school office or on the school website).
The year level which best suits the academic and social needs of the child is the one recommended.

Termination of Enrolment

The Principal, after consultation with relevant staff members, may terminate the enrolment of any child should the continued involvement of that child be regarded as prejudicial to the distinctive aims of the school, and/or detrimental to other students in alignment with the Behaviour Management Policy.

Class Size

Class size averages range from 22-26, with less in Foundation classes. Classes are capped at 28 students, a size that is rarely realised. Where class sizes reach the suggested upper limit (28), additional school assistant support will be provided.

Enrolment Procedure

- Applications for enrolment are received at any time.
- An interview with the Principal is required as part of the enrolment process and is to be held before an enrolment at either the School or the Early Learning Centre can proceed.
- Parents of applicants are informed in writing as to acceptance or non-acceptance.
- It is highly recommended that parents submit application forms to the school well before the date of admission as places may be limited. A $200 enrolment deposit is payable once per family upon lodgement of your first child’s enrolment application. This deposit is fully refundable in the final term of your youngest child’s graduation year.
- A copy of the child’s birth certificate must be provided with the application.
- In the case of more applicants than enrolment places, preference will be given according to our Enrolment Policy criteria.

Foundation Intakes (formerly Reception)

There are two intakes for students beginning Foundation at TLS.

Term 1 Intake

Students who turn 5 on or before the last day of March will be accepted for Foundation at the commencement of the school year. They will be required to complete a minimum of four terms of schooling before moving to Year 1 in the following year.

Term 3 (Mid-Year Intake)

Students who turn 5 on or before the last day of September will be accepted for Foundation at the commencement of Term 3. They will be required to complete six terms of school before moving to Year 1 at the beginning of the new calendar year.

For the first five weeks of all new Foundation students (ie Term 1 or Term 3), they will attend four full days instead of five per week to facilitate their settling in and allow time for home visits to occur.
FEES

School fee accounts are issued prior to the commencement of term 1. A 5% early payment discount may be accessed, dependent on the full amount of tuition fee being paid on or before the date indicated in the annual notice of fees letter. Fee accounts will be issued annually prior to the commencement of term 1, however, it is expected that ¼ of the annual fees will be paid prior to the commencement of each term. Monthly statements will be issued to families indicating the outstanding balance of tuition fees and levies. It is expected that fees will be paid by the final date indicated on the account statement.

The current tuition fee and levy structure is as follows:

- Tuition Fees (subject to the 5% early payment discount)
- Capital Development Levy (paid per family)
- IT Network Levy (F-7)
- Computer Lease (4-7)
- Activity Levy

Any families experiencing problems paying their school account on time are requested to contact the Business Manager at the earliest opportunity to discuss ways in which the school is able to assist.

**Enrolment Deposit:** A $200 enrolment deposit is payable once per family at the time of lodging an Application for Enrolment for your first child. This deposit is fully refundable in the final term of your youngest child’s graduation year.

**Activity Levy:** An annual activity levy is charged per student. This levy covers the costs for all excursions and incursions that students have access to during the year. This includes swimming lessons, Life Ed visit, ALWS Day, Book Week activities and a number of other activities specific to each year level. Camp and the Canberra trip costs are not included.

**Stationery:** Beginning of year student stationery requirements are purchased through a nominated stationery supplier. Parents are required to order and pay for stationery online. Supplementary stationery will be the responsibility of parents to supply.

**Payment Method:**
- Cash
- Direct Debit
- Cheque – made payable to Tanunda Lutheran School
- EFTPOS
- Credit Card – in person or via the phone
- Internet – BSB 015-726 4111 30782

**Note:** If paying online please email the Business Manager at mclayton@tls.sa.edu.au to advise of your transaction.

If you are experiencing financial difficulty, you may apply for a fee subsidy by completing a Financial Assistance Form.

Families may also be eligible for School Card. Conditions apply. Please contact the Business Manager for further details.
FIRE SAFETY

Fire Safety requirements and OH&S regulations require schools to carry out ‘fire and evacuation drills’ on a regular basis.

It is our policy to have one fire drill per term. Visitors on site on the day are expected to fill in our “sign in” register and will be required to participate in the drill.

Catastrophic fire days will be handled as per the prevailing ‘catastrophic fire day’ policy in place at the time.

FRONT BENCH & SCHOOL LEADERSHIP

Each year elections are held to elect eight Year 7 students to the Front Bench.

This group serves as the leadership team for the year.

All children from Years 3 to 6 are eligible to vote for this group and are encouraged to look for leadership qualities in those for whom they vote.

From the Front Bench the staff elects school leaders and deputy leaders who represent the school at various functions and serve in this special role.

GRIEVANCE

At each step of the following procedure, prayer is strongly encouraged on an individual and group basis. (Each step assumes that agreement has not been reached.)

1. **Talk to the person directly concerned/involved with the problem,** (teacher, Principal, staff member).

2. **If unresolved, you may wish to discuss the issue with the Principal.** (You may, if feeling uncomfortable, nominate an advocate to mediate on your behalf.)

3. **If unresolved, you may wish to contact the Chairperson of the School Board.**

4. **If unresolved, write a letter to the School Board expressing any areas of difficulty/disagreement. The Board will discuss the matter at its next meeting and communicate by letter to the concerned party(ies).**

5. **Should the matter remain unresolved, contact to be made with the Director of Lutheran Education (SA/NT/WA).**

HARASSMENT

Our school affirms the worth and dignity of every person. This is the basic value arising from the Christian faith as exemplified in the ministry of Jesus Christ to all people irrespective of class, race, gender or status.

Tanunda Lutheran School seeks to provide an environment that will enable all people to develop their full educational potential and their ability to inter-relate freely on the social level.

Our school therefore will not tolerate victimisation, bullying or harassment of any kind which may interfere with this process of development.
How will the school deal with harassment?

The main aim of the school is to restore positive relationships between members of the school community. Any action taken against perpetrators of harassment will vary according to the circumstances. Examples of actions taken against students involved in harassing others are:

- Placed in isolation for one lunch period and complete a behaviour contract.
- Meeting with Principal.
- Required to attend counselling or mediation. Parents will be informed.
- Following a second offence, parents/guardians may be required to attend an interview at the school; the student will be required to complete and sign a negotiated behaviour agreement.
- With any further offence, suspension will occur. (Suspension may occur immediately in very serious cases).
- Any retaliation against students who report harassment is a serious matter and will be dealt with severely.

For further information refer to the Anti-Harassment Policy which is available from the school office or on the school website.

HOMEWORK

Class teachers outline their expectations and procedures in regard to homework during the Parent Information Evenings early in term one.

Expectations

At Tanunda Lutheran School we believe that homework should:

- support the educational objectives of the learning programme by reinforcing the basic reading, spelling and tables skills being taught in the classroom
- be easily managed by parents at home
- assist in developing a regular non intrusive study habit
- help in the development of self discipline, self motivation and time-management skills in each student
- be positively viewed by both parents and children
- be appropriate to the level of development of each child in content and difficulty
- not exceed:
  - Reception to Year 2: 5-10 minutes
  - Year 3: 15-20 minutes
  - Year 4 and Year 5: 20-25 minutes
  - Year 6: 30 minutes (four times a week)
  - Year 7: 30-40 minutes

Content

Homework may include:

- a reading component for each of 4 nights a week
- either a spelling or tables component to complement reading on each night

**Extra Work**

Teachers may expect that incomplete work due to lack of effort or attention may be completed by children at any time.

**Parent responsibility**

Parents are asked to support the homework policy by:

- being aware of the expectations via class newsletters, student diaries or communication books
- encouraging their child(ren) and participating in the homework activity by questioning, testing, listening etc
- encouraging effort and praising achievement
- communicating with your child(ren)’s teacher(s) about problems or difficulties
- providing a comfortable environment in which to undertake homework

**HOT WEATHER**

Where the thermal comfort index reading (accessed on the BOM website) reaches 28 or greater for Nuriootpa, children will remain in the Harvest Centre or undercover court area under teacher supervision.

Outdoor student activities and those which require exertion will be limited, cancelled or rescheduled depending on the conditions.

**INFORMATION TO PARENTS**

Tanunda Lutheran School has a number of publications, which will be helpful in developing your understanding of the school.

Please read these, particularly the newsletter, ‘TreLiS’. This is prepared on a weekly basis and is emailed to all school families on Thursday. If you require a paper copy please advise the office staff. The newsletter is our main form of communication and contains essential parent information. It may also be viewed on our website.

Any items for the ‘TreLiS’ are to be emailed to the office by no later than 9:00am Monday. Items received after this time may miss the publication and be included the following week.

Other publications include the Principal’s Digest, newsletters and notes from teachers, the annual school magazine and the Parent Handbook.

Where possible, information will be emailed to families.

**LEARNING SUPPORT/ENRICHMENT**

Learning Support is a team approach involving school, home and possibly other professionals, helping to achieve positive learning outcomes for all students.

Students with specific needs are identified and the Learning Support team works in partnership with classroom teachers to plan strategies which can be used to best cater for these children in all aspects of the classroom program and school activities.
Our aim is for students to experience success at school in a climate which accepts and addresses their specific needs through differentiating teaching and learning strategies, adjusting content and/or expectations, and providing appropriately challenging curriculum.

Learning Support or Xtra Pathways also caters for the needs of highly able students. Students can be appropriately challenged within the classroom with a range of analytical, critical and creative thinking tasks. There are enrichment opportunities school-wide for students to extend their talents (e.g. University of New South Wales (ICAS) testing, and small group participation in Xtra Pathways programs).

Teachers at TLS employ a range of teaching strategies within the classroom that are effective in supporting a wide range of needs.

Where the academic, social/emotional, physical or behavioural needs of a student require more in-depth planning, an Individual Learning Plan (ILP) is developed between parents and teachers. Acknowledging student input and ownership of their learning is also important. Input from other professionals is taken into account when available. ILPs are reviewed regularly.

Research has repeatedly shown that the earlier learning difficulties are identified, the more likely it is for intervention strategies to be effective. Intervention can occur within the class; with small group or individual withdrawal; for short or longer term programs. A comprehensive Reading Recovery program provides one to one tuition for students in Year One at risk with reading and writing development.

**LLL BANKING**

The LLL offers Tanunda Lutheran School a school banking system similar to those offered by commercial financial institutions. LLL school banking can encourage students to develop regular saving habits which can be maintained throughout life.

**Who is the LLL?**

The LLL (Lutheran Laypeople’s League) is a Religious Charitable Development Fund. The LLL exists to serve the Lutheran Church of Australia (LCA) in numerous ways, but especially in aspects of business and finance, and has been doing so since 1921.

The LLL operates Savings Accounts for members and supporters who wish to assist LCA organisations, including Lutheran Schools. Deposited funds enable the LLL to provide low interest loans to approved LCA projects for building and equipping schools, churches and care facilities.

The LLL is NOT a bank. For a more detailed explanation of how the LLL operates, please refer to the ‘LLL Notice to Depositors’ on the LLL website.

**Matching Deposits**

The concept of Matching Deposits provides an ingenious way to support a particular project within the LCA and is unique to the LLL. Approved projects are able to borrow funds from the LLL to the total amount of Matching Deposits at a low interest rate.

For more information on the LLL and Matching Deposits please visit the LLL website www.lll.org.au

LLL student banking is conducted on Wednesdays. Passbooks and money must be placed in the class bank box in the morning. Please fill out your child’s bank book with the date and the amount he/she is banking each time you send their book to school. The passbooks are generally returned to students to bring home the same day.
**LUNCH TIME**

At lunch time all children are required to be seated for a minimum of 10 minutes to eat their lunch. Teachers on duty attempt to see that food is not wasted. Parents can assist by making sure that suitable lunches (both as to content and amount), are packed.

Sweets, chewing gum, iced cordial and ice blocks are not permitted. Potato crisps and twisties etc are not recommended. There is an adequate supply of drinking water at the school. Each child is expected to have his/her own drink bottle or cup for drinking. Please make sure they are named.

**School Lunchees**

School lunches are available through Apex Bakery on Fridays. Lunch orders are to be placed in the lunch order box in your child’s classroom by Thursday morning by 8:45 am. Students arriving after 9.00 am need to deliver their orders directly to the front office.

Lunch order bags and menu/price lists can be obtained from the school office. Please mark your child’s name, class, lunch order and total price. **All lunch orders must be accompanied with the correct money.**

From time to time, the P&F also offers other alternative lunches for the students. Parents are notified in advance of these special days either via a special note or through the weekly newsletter.

**MAINTENANCE**

Our school has an OH&S Committee which looks after the day to day and longer term maintenance of our school plant. The school also employs a Groundsman and a Maintenance person. We are most appreciative of prompt reporting by parents if any loss or damage to school property occurs.

Occasionally, the school will hold working bees - all families are encouraged to volunteer services.

The Business Manager can be contacted at any time to report incidences or discuss plans.

**MEDICAL INFORMATION**

All Tanunda Lutheran School parents are responsible for providing the school with accurate, up to date information about their child’s medical needs. Healthcare Information Forms issued annually at the start of the year are to be completed by parents and **returned to the school office on Stationery Collection Day in January.**

If any information changes throughout the year, parents must notify the school immediately in writing. It is the parent’s responsibility to make sure all health and emergency contact information is up-to-date and accurate as it is essential that the school holds current information at all times so that children can be properly and efficiently cared for.

**First Aid**

If a student requires first aid for an injury, this will be administered by the first aid officers. A note will be sent home to let parents know about the injury and treatment given.

If first aid officers feel a child needs medical attention from a doctor, parents will be called to pick up the child as soon as possible. If parents (or other nominated adult) are unable to make it to school, an ambulance will be called to the school to transport your child.
If a student requires emergency first aid, an ambulance will be called to provide medical support. Parents will be notified as soon as possible. The cost of the ambulance is the responsibility of the parents.

**Student Medication**

Parents whose child needs medication administered throughout the day need to deliver the medication to the school office at the beginning of the day. The medication must be presented with a Medication Authority Form signed by a medical practitioner. The medication must be presented in its original packaging, with a clear pharmacy printed label on both the bottle and packaging, indicating the child’s name, dosage required and time to be given and matching the Medication Authority Form.

The Medication Authority Form is available from the school office or on the TLS website.

A note also needs to be given to the class teacher indicating the time at which the child is to be sent to the office for the medication to be administered during the day.

The only medications supplied by the school are those required for first aid. As such, all medications required for any ongoing problem or medical condition must be supplied to the school by the parent, including tablets, syrups, drops, creams, lotions and sprays and must be accompanied by a medication authority before they are able to be administered. Children who are sensitive to certain types of band-aids will need to bring their own suitable supply to school to be kept in the first aid room.

Please note that most medications prescribed by your doctor may be administered outside school hours (For example, for medication given 3 times per day, it may be given before school, after school and at bedtime).

**No medication will be administered without a Medication Authority Form.**

**Analgesics**

Please note no Analgesics (e.g. Panadol) will be supplied by our school. If your child requires analgesics while at school a period of rest will be given and if they do not feel better after this, parents will be contacted and asked to collect their child or administer their own analgesics to the child at school.

If parents feel their child will need analgesics while at school, the same procedure applies as for all other medications.

*Note: Analgesics (Panadol) will be made available for camps where parents are unable to attend to administer the medication. If a person with duty of care deems it necessary for a child to be given analgesics, parents will be contacted first to confirm consent and dosage instructions.

**Allergies**

Parents are asked to notify the school if a child suffers from allergic reactions.

A current annual Action Plan (written by a doctor) must be supplied to the school, along with any required medication. The medication must be presented in its original packaging, with a clear pharmacy printed label indicating the child’s name, dosage required. The label must match the Action Plan. Any medication must be presented with a Medication Authority Form signed by medical practitioner. Medication will be stored in the First Aid Room in a locked cabinet. A Health Care Plan will need to be drawn up with your child’s doctor and presented to the school along with the medication (and Authority Form) and Action Plan. Copies of this can be obtained from the first aid officer at the front office.
Children going on excursions or camps will have their medication sent with them. The medication will be held by the teacher.

**Asthma**

The school requires an annual Asthma Care Plan, Action Plan and Medical Authority Form for each student diagnosed with chronic (ongoing) asthma. These forms are available from your doctor. If your child is able to self-administer and update you on their symptoms, you may supply them with their medication to keep in their bag. The school has asthma kits for administering emergency asthma first aid. Please ensure all preventer medication is given as required before school. If your child has been unwell with asthma, please let their classroom teacher know so that they can monitor them throughout the day.

**Hayfever**

We are aware that a number of the children at our school will suffer from hayfever from time to time. We do ask that any medication required for this be administered at home, especially on days where hayfever is more likely to occur. If your child complains of hayfever symptoms while at school, we will contact you so that you may either pick your child up or bring their medication into school to administer to them.

**Health Care & Support Plans**

Health Care Plans are recommended for any child who has an ongoing medical condition requiring specific treatment or attention. These are mainly used for anaphylaxis, chronic asthma, diabetes and seizures, but can also be completed for use with other conditions. These are documents drawn up with your doctor which specify what the condition is, its causes and any specific treatment that is needed. Copies of these are available from the first aid officer.

TLS also recommends that parents of children with serious medical conditions make time to have an interview with their child’s teacher and the first aid officer to make plans relating to the care of the child.

**Infectious Diseases**

Any infectious disease must be reported to the school as soon as possible so that we can notify people who may be at risk of contracting the disease.

In cases of doubt, or for guidance about conditions and school exclusion, advice should be sought from an appropriate medical officer or health authority.

The school encourages and supports immunisation for all enrolled children. Please check with your doctor that your child’s immunisations are up-to-date. Children’s immunisation records should be accurate and kept up to date.


This website also contains useful information regarding how to reduce spread of infection and immunisation information.

*All Medication and Health Support forms may be found on the TLS website.*
MUSIC LESSONS/TUITION

Individual music lessons and private tuition are available to children. These lessons are held in school time but are a direct arrangement between the parents and the tutor.

Details may be obtained at the school office.

Currently piano, flute, clarinet, saxophone and recorder are offered.

If your child is absent for a lesson, it is parent responsibility to contact the tutor directly. Please do not leave messages with the office staff. Payment for lessons is also to be made directly to your child’s tutor and not via the staff.

OUT OF SCHOOL HOURS CARE

Camp Australia offers families an Out of School Hours Care service provided on the school premises both before and after school. The service is located in Harvest Centre.

The service is open each weekday during the school term and during school holidays if demand requires.

This service is approved for Childcare Benefits.

Please direct all enquiries and enrolments through the Camp Australia website at www.campaustralia.com.au

PARENTAL INVOLVEMENT

Why be involved?

Research studies show that those parents who:

• are genuinely interested in the school
• keenly support the school
• encourage teachers
• speak well of the school

have children who are more likely to be happy at school and achieve their personal best.

We see the child’s growth and development as a shared responsibility. However, parents still have the key role in character making, building positive attitudes, values and self-esteem.

Our school supports parents in all of this.

Teachers have the key role in teaching skills for life now as a child and giving experiences that assist children to become effective life-long learners. We also need your vital back up, support and involvement.

How To Get Involved

Get To Know Your School

Use every opportunity to attend:

• class events
• open days
• sporting carnivals
• assemblies
• special events (music, art, debating)
• worship (see newsletters)
• special worship services
• Parents and Friends events

Read:
• the newsletter ‘TreLiS’
• class teacher’s letters
• Principal’s Digest
• school magazine

Join in with P & F Activities.
As you become more confident with school life, please consider supporting the P&F Committee. There are also special event committees (TLS Dinner/Auction, Mother’s/Father’s Day Stalls). Each event requires a particular working party to ensure effective planning and organisation.

Support the Educational Program
Teachers will inform you as to their needs and how to become involved. Examples are:
• leading interesting talks in class
• lending support for excursions
• helping with sport events
• assisting with art/craft activities
• supporting the class reading program
• telling teachers about your links with the community (vet, farms, fire station) for possible visits
• assisting with preparation of materials
• encouraging teachers and communicating positive feedback as appropriate
• assisting with enrichment programs (e.g. Book Week, Tournament of Minds, Music)
• offering your assistance with the Learning Assistance Program
• encouraging your child to positively participate in special class events
• promptly returning notices and supporting the homework program and diary use.

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 Tanunda 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.

All parents/volunteers working with children at school are required to have a current Police Check. Please note that this certificate must be presented to the office staff who require a photocopy of your certificate and will enter the necessary details into our database. Volunteers are also required to participate in Valuing Safe Communities training.
PARENTS AND FRIENDS

The Parents and Friends Association of Tanunda Lutheran School gives parents opportunity to play a supporting role in the running of the school. Each class has the opportunity to provide two parent representatives, who together with one staff member, operate as a sub-committee of the School Council.

The aims and objectives of the group are:

- to encourage active participation by parents and friends in the life of Tanunda Lutheran School
- to promote friendship and co-operation between parents, friends, staff and students of the school
- to provide opportunities for parents, staff & friends of the school to become better acquainted with, and informed on, educational and social issues and needs
- to raise funds in support of the school.

While fundraising is an important role of the P & F, our focus is on building strong relationships in our school community. Our aim is to have a school where our children can learn and socialise in an environment where they feel safe. For this to be truly successful, you, their parents, need to take an interest not only in your child, but also in their school.

Considerable funds are raised from our highly successful Dinner/Auction and various smaller events such as donut making and Mother’s Day/Father’s Day Stalls. The funds that are raised assist the school in acquiring new resources, classroom needs and benefit the school’s SOLE (Sustainable Outdoor Learning Environment) program.

For us to work hand in hand, supporting our school staff in educating our children in God’s care, we encourage you to take an active part in any way to help our school community by helping out at special lunch days, sports days, marshalling and umpiring, making donuts, catering, or just volunteering in the class room and assisting the teachers wherever possible. Your child will enjoy seeing you at the school taking part in day to day activities. Volunteering also provides an opportunity for you to get to know the staff and the administration team who so ably support them.

We invite you to be a part of a friendly and motivated team that is dedicated to making a positive input into the life of the school and having fun at the same time.

Regular updates about the P & F’s activities are placed in the weekly school newsletter, so stay tuned to find out what’s happening.

PASTORAL CARE

At Tanunda Lutheran School, love and care is central to everything that we do. Teaching and support staff are focused on the fact that each child is a precious gift from God and seek to provide education in a genuinely caring environment.

If you are in need of any kind of support, or know of anyone else in our school community who is, please contact your class teacher, the Wellbeing Coordinator, Principal or your Class Carers. Pastoral care and support also comes from the supporting congregations and their pastors.

There are times that as a school community we come together to provide care to each other – such as providing meals and practical assistance to families in crisis situations. We encourage you that if you and/or your family are able to contribute in these situations to please contact the above mentioned people as well.
Pastoral care, as with all aspects of our school environment, is done within the framework of confidentiality and within child protection legislation and best practice.

**POLICE CHECKS**

Police Checks are required by the school for all volunteers. A Police Check is valid for 3 years.

To apply for a Police Check please Google *Police Check Application Form PD267 – South Australia* and follow the prompts.

When completing the form please enter the following:

- **PURPOSE OF CHECK** please enter ‘SCHOOL VOLUNTEER’
- **CATEGORY** please select ‘WORKING WITH CHILDREN/VULNERABLE GROUPS’
- **CHECK TYPE** please select ‘VOAN VOLUNTEER (VC)’

Once you have completed the form online, please print a copy and bring it into the TLS office for a volunteer authorisation number and signature. This completed form is then required to be taken by you to the police station with the necessary identification.

Once you have received your certificate this must be sighted and scanned by the school administration staff *before* you will be permitted to assist at school.

The Lutheran Church of Australia has a Memorandum of Understanding with the Police Department and as a result there will be no cost to the volunteer.

Your generous offer of time to help at school is greatly appreciated by staff and students.

Volunteers are also required to complete Valuing Safe Communities training. Details will be published in the newsletter.

**POLICIES**

Details on school policies are available either on the school website or upon request from the school office.

**PRAYER SUPPORT**

Each morning staff has a devotion/prayer session.

In the weekly newsletter, we also include a prayer list. Should you wish to be included in our prayer list, please advise us either in writing or via email. Due to changes to the Privacy Act regulations we are now required to have written consent prior to publication.

**RESOURCE CENTRE**

The Resource Centre is the hub of learning resources within the school. It provides a variety of resource materials to support and complement the school curriculum and to cater for the needs and interests of students and teachers and the wider community. All students are encouraged to fully utilise this facility for both study and recreation.

Junior classes have a weekly session in the Centre during which time they have opportunity to develop their appreciation of literature, their information skills and to borrow books. Older students regularly come into the Resource Centre with their teacher to borrow resources and also to borrow...
independently. In addition, the Resource Centre is used from time to time by classes, with their teachers, to support the objectives of the regular classroom program. The Early Learning Centre also borrows from the Resource Centre’s extensive resources and ELC children come to the Centre once a week to listen to a story and to borrow.

**Borrowing Procedures**

Students are encouraged to borrow during their weekly session. The Resource Centre is open for borrowing by students and parents anytime a staff member is present. Returns outside of these times may be made via the book chute. Students in Junior Primary (R-3) are required to use a library bag to protect their library books and keep them separate from home and classroom books.

**Borrowing Policy**

Loans are for one week duration for ELC children, Reception-Year 5 students, with extensions available on request. Year 6-7 student loans are for a fortnight. Students are expected to be responsible borrowers by looking after the resources within their care. Overdue reminder notices are issued regularly. Students with any overdue items will not be permitted to borrow. At the end of each term replacement costs of any damaged or lost items are charged to school accounts.

Please note the following borrower limits:

- ELC: 1 book (1 week)
- F-Year 2: 2 books (1 week)
- Year 3-4: 4 books (2 weeks)
- Year 5-7: 6 books (2 weeks)

**Parent Borrowing**

Parents are most welcome to use the Resource Centre and assist their children to borrow before and after school. Parents wishing to become borrowers themselves are asked to see the Resource Centre staff.

**Volunteers**

Volunteers are always needed to help with shelving and book covering. Expressions of interest in this can be made to Resource Centre staff and are always welcome.

**SAPSASA**

Our school is an active member of SAPSASA (South Australian Primary Schools Amateur Sports Association).

SAPSASA is a fantastic opportunity for students in Year 6/7 to participate in a sport that they like at a higher level and further develop their skills. It is also a great way to make new friends from our district and around the state.

Each year students are able to try out for Barossa & Light teams such as softball, tennis, cricket, netball and football. Selected students then compete as part of the Barossa & Light team in various venues in Adelaide. Parents are responsible for transporting students to the games during this week.
We also compete as a school from Year 4-7 in sports such as athletics, swimming and cross country. If students are successful at these district carnivals they also have an opportunity to be selected as part of the Barossa & Light teams to compete in Adelaide. Our school also puts in representative teams for basketball, golf and tackle rugby.

**SCHOOL APP**

TLS has an App and families are encouraged to download it free from the App Store (Apple and Android) if you are able.

Features of the App include:

- Push Notifications to remind school families of events and important dates
- Direct links to school website, newsletter and calendar
- Ability to contact school and individual teachers directly from the App
- Ability to inform school of student absences directly from App
- Direct link to the school’s Facebook page
- and much more.

**SCHOOL BOARD**

Tanunda Lutheran School has an elected Board to determine policy and future directions of the school. It employs the Principal and a number of staff to lead in the management of the school and implement those general policies.

A number of policies (eg staffing) are set by other groups in the structure of the Lutheran Church of Australia. The Tanunda Lutheran School Board is guided by those policies and the financial accountability requirements of State and Federal Governments.

School Board duties include:

- promotion of the school among members of the associated Lutheran Congregations and in the wider community
- implementation of major policies, programs and projects
- oversight of the general administration of the school
- recommendation for the appointment of Principal
- concern for the well being of staff and students
- provision of academic and theological professional development for the Principal
- oversight of the activities of any school auxiliary group (eg Parents and Friends Association)
- appointment of a qualified accountant who shall annually audit the financial records of the School
- receipt of regular reports from the Principal, other designated officers and sub-committees
- provision of specific support for the School Management Team.
SCHOOL DAY

School is in session every day as follows:

- 8:20 am - Playground supervision commences
- 8:30 am - Children allowed in classrooms
- 8:45 am - School begins
- 11:00 am - Morning Recess
- 11:30 am - Classes resume
- 1:00 pm - Lunch Time (10 minutes eating/sitting time)
- 1:10 pm - Play
- 1:40 pm - Classes resume
- 3:10 pm - JP dismissal time
- 3:15 pm - Primary dismissal time
- 3:30 pm - Supervision ends

All children should be at school before 8:45 am each morning. Children should not arrive at school before 8:20 am. If children need to be at school earlier than this, please consider the use of OSHC.

The Junior Primary classes are dismissed at 3:10pm. They are supervised by the main gate entrance by their class teacher until 3:15pm.

Teachers are rostered to supervise the playground before school and at play periods as indicated above. Children waiting for buses are also supervised by staff members.

Dismissal time at 3:15 pm (Years 3-7) is to allow car, foot and bike traffic to clear the area before the buses arrive. Please collect your children promptly if driving them home. Children who ride bicycles or walk to school are encouraged to leave promptly when dismissed.

No child will be allowed to leave the school grounds during school time, unless a note giving parental approval has been received by the teacher. A verbal statement by the child will not suffice for him/her to be excused.

Parents are required to explain all absences from school, either by email, sending a note or telephoning the office.

SCHOOL PARLIAMENT

Our school conducts a Year 7 Parliament. Front Bench students take main roles and all other Year 7 students represent classes as their members.

The Parliament raises matters of student concern, passes a Bill and refers the Bill to the Senate (Staff). If the Senate passes the Bill it goes to the Governor-General (Principal) for assent and action.

SERVICE ACTIVITIES

Another feature of life at Tanunda Lutheran School is to give the children as many opportunities as possible in Christian service. It is important not only to create awareness of peoples’ needs, but also to give children the practical experiences of doing something about it.

While the raising of money has been a key component in the field of assisting others, practical activities such as praying for families, visiting sick students and involvement in the Lutheran Community Care Christmas Hamper program have been most meaningful.
From time to time students bring requests from their clubs to school. We have decided that it is impossible to support everyone and therefore it is not in anyone’s best interest to have children selling tickets and goods for their social and recreational clubs on school grounds.

A careful selection of appropriate activities is made at the commencement of the year. This enables us to have an identified program with the flexibility of attending to very special needs should they arise.

The newsletter will regularly advise of current projects being supported by the students.

Please consider assisting those projects and the training of our children in the awareness of those in need and the development of a caring and compassionate attitude.

**SPECIALIST TEACHERS**

Tanunda Lutheran School employs specific Specialist Teachers to lead programs in areas such as The Arts, Health and Physical Education, Japanese, German, Learning Support/Gifted Education and Reading Recovery.

**SPORTS DAY**

Sports Day is an annual event designed to involve all the children in as many events as possible.

There are four House teams at TLS:

- Wombats  Yellow
- Emus  Green
- Kangaroos  Red
- Koalas  Blue

Parents, relatives and friends are very welcome to attend as both helpers and spectators on these days.

Students from Year 3-7 also participate in the Faith Challenge Athletics Day in Term 4 at Faith College against other Lutheran Schools in our district.

Year 6/7 students participate in the TLS/Redeemer Football and Netball Challenge which is held each year and hosted alternately by Redeemer and TLS.

**SUN SAFETY**

Tanunda Lutheran School is an accredited Sun Smart school. All students are required to wear the school uniform hat from 1st September until 30th April. Children without a school hat will be required to stay in the shade. On days when UV levels are extreme during Terms 2 and 3 children will also be required to wear hats.

Trees have been planted and shade shelters erected in various parts of the school to provide shade for the children.

Parents are asked to assist their children to apply sunscreen before school. Sunscreen is also available for students to reapply during the day.
**SWIMMING LESSONS & SWIMMING CARNIVAL**

Swimming lessons are conducted each year over five days for all students from Reception to Year 7.

The course is conducted at the Rex by trained instructors.

Year 1-7 then take part in a Swimming Carnival held at The Rex on a Friday after swimming lessons.

Bus and swimming fees are included in an annual Activity Levy.

**UNIFORM**

**All Purpose Unisex Uniform**

The 5 days per week unisex uniform may be worn in any combination irrespective of the weather or season.

All items of clothing are embroidered with either the School Logo or Name and are available from the TLS Uniform Shop on **Tuesday morning from 8.30 a.m. till 9.00 a.m.**

Payment is to be made on collection of uniform.

You are required to send your children correctly attired in the uniform listed below. Any student who has not come to school in the correct uniform must have a note signed by a Parent/Carer explaining the reason. If any variations to the uniform are required due to medical reasons, a note from your doctor is required. A uniform slip will be sent home to those students wearing incorrect uniform. Parents are required to sign the slip and return it to the Principal the following day.

You are requested to **NAME ALL ITEMS OF SCHOOL CLOTHING CLEARLY.** This is a great help in finding and returning articles which are mislaid or lost.

Children must wear a uniform hat at school from 30th September through until 1st April. *See “Hat Policy” below.

The School Uniform colours are Red, White & Ink/Midnight (Very Dark Navy).

**The TLS School Uniform items are:**

- Polo Shirt Jersey Knit Short and Long Sleeve
- Rugby Jumper Heavy Weight Long Sleeve
- TLS Rugby Shorts with elastic & a draw cord waist
- TLS Track Pants with elastic & a draw cord waist, Double knee inside.
- TLS Track Jacket (Optional)
- TLS Girls Skort Poly Cotton Rugby (optional)
- TLS Hybrid Hat
- TLS Beanie (optional in winter)
- TLS Logo Socks - 1/4 Length
- TLS Document Folder (Home Bags)
- TLS School Bag – Small/Medium

Hair Accessories are plain single colours of Ink/Midnight (Very Dark Navy), Red and White

**Dark Navy Sandal**

**Black** lace-up/buckle school shoe or elastic school boot (not work boot eg. Rossi etc)

**White** Sport Shoe including laces

Either the black school shoe or white sports shoe can be worn at anytime, but it is recommended that the sports shoe be worn on sport days that are nominated by the student’s teacher.

**SCHOOL SHOES ARE NOT AVAILABLE FROM THE UNIFORM SHOP.**
ACCESSORIES

The wearing of make-up or finger/toe nail polish is not permitted. Earrings shall be sleepers or studs only. A small gold or silver chain with a small cross may be worn around the neck. A simple watch and or medic alert identification may be worn. No rings, bangles or bracelets are permitted.

HAIR

In general hairstyles for both boys and girls should be neat, clean and tidy and not extreme or designed to draw attention to the student. Hair colour is not to be changed so that it is noticeably different to the natural colour. All hair accessories must be only the plain colours of Ink/Midnight (a very dark navy), red and white. No dots, stripes, flowers etc. Supplies of the dark navy blue and red hair accessories are available from the TLS Uniform Shop. It is mandatory for safety purposes, that girls with shoulder length or longer hair wear their hair tied up.

HAT POLICY

The Anti-Cancer Foundation recommends wearing hats that shade the face, back of neck and ears, when in the sun. TLS hybrid hats are recommended.

Hats are a compulsory part of the TLS uniform.

1. All children will be required to wear their hat whenever they are outside during school hours from 30th September through until 1st April. NB: In terms 2 and 3, when UV levels are extreme, children will need to wear their hats.
2. School hours are 8:45 a.m. to 3:15 p.m.
3. All recess and lunch time.
   All excursion times, both within and outside the school.
   All sports lessons and functions are covered by this policy.
4. Teachers, as role models, will be expected to wear suitable hats during school hours.
5. A child, not having a hat, will be allowed outside, but will have to stay in the shade for the recess, lunch break/lesson.

SECONDHAND UNIFORMS

The school does have a limited supply of second-hand uniforms available. If anyone has any new all-purpose uniform items they no longer require, we would be most grateful to receive or sell them on your behalf. Any items sold over $5.00 will incur a commission to the TLS Uniform Shop. All items for sale are asked to be cleaned and mended prior to sale.

We appreciate your support in keeping our school "uniform".

We are proud that our children attend TLS and take pride in their presentation to themselves and their community.

VISITORS SIGN IN BOOK

Parents are welcome to visit school at any time.
All visitors to the school are obliged to complete the **Visitors Sign-In Book** located in the administration area.

When parents or other helpers are in the school during the day, they are also requested to sign in and out. In this way we are aware of who is on site at any given time and can account for all people in an emergency situation.

“Visitor” badges should be worn after signing in and returned to the front office when signing out.

**WEBSITE**

General information about the school is provided at:

[www.tls.sa.edu.au](http://www.tls.sa.edu.au)

Newsletters are posted on the site on the day they are published. Important upcoming dates can also be found on the website.

**WORSHIP**

As well as daily class devotions, school worship is held each week when all who participate have the opportunity to worship God through praise, song, prayer and hearing God’s word.

We worship as a whole school weekly on Friday morning in the Harvest Centre. Classes take turns organising worship services fortnightly. Information about which classes are presenting and their theme will be published in the school newsletter. We also worship together on the first day of school term at 9:00am and on the last day of term at 2.40pm, except Term 4 where we will gather for our end of year service in the evening.

Offerings are collected at these services to support our World Vision sponsor child and our Cambodian partner village ‘Say’.

Parents and friends of the school are most welcome to participate and are invited to stay afterwards for morning tea which is provided by the class that has presented the service.