

WELCOME TO LIVING WATERS LUTHERAN COLLEGE, HALLS HEAD PRIMARY SCHOOL

College Mission Statement

“At Living Waters Lutheran College we share the love of Jesus as we educate those in our care, enabling them to realise their God-given potential for a life of service.”

Welcome to Living Waters Lutheran College. There is a feeling at Living Waters that we are all part of an extended family. Our teachers, parents and students work together to make that feeling of belonging a reality.

Each student is treated as an individual and all are encouraged to reach their potential in a caring and supportive environment. This only comes about when we all join together as a community with positive aims and purposes in mind.

We hope that you, through your interest, personal involvement and cooperation with us, will come to feel very much part of our College community. Following is a collection of information which we hope will help you to do this more effectively. Other information regarding the College is explained in the College Guide, circulars and newsletters during the year. The information in this handbook is specific to the Halls Head Primary School.

If you have any questions about the College or would like to discuss anything regarding your son or daughter and his or her education, please do not hesitate to contact us.

We want the best for our children and at Living Waters it is possible.

LUTHERAN SCHOOLING

Australia has had Lutheran schools ever since the first Lutheran settlers arrived in 1839. Even before the government became formally involved in education, Lutheran communities established their own schools because they were concerned about the future of their children. They wanted to provide for the growth of their children – spiritually, intellectually, socially and physically.

The Lutheran school system has now grown to be one of the largest networks of Protestant schools in Australia. There are now over 80 Lutheran schools in Australia educating nearly 30,000 students.

Lutheran schools enrol students from a wide range of religious and non-church backgrounds, and they neither presume nor demand a religious faith commitment from students. Nonetheless, school policies are underpinned by Lutheran theology, as are the Christian Studies and worship programmes.

Living Waters Lutheran College is closely associated with Rockingham/Mandurah Lutheran Church, which worships at the Halls Head College campus from 8:30 am on Sundays. College families are most welcome to become involved with the activities of the congregation. A separate brochure '*Introducing the Lutheran Church*' is available from the College office and additional information is located at www.lca.org.au.

LIVING WATERS LUTHERAN COLLEGE

Our College is comprised of a Primary School (3 Year Old Kindergarten to Year 6) at the Halls Head Campus and Junior School (K to Year 5), Middle School (Years 6 to 9) and Senior Secondary School (Years 10 to 12) at the Warnbro Campus. Our fundamental caring and Christian approach to student learning is consistent across the entire College.

As a community the College aims to create a secure, happy and stimulating environment where children can realise their full potential in the areas of intellectual, physical, social, emotional and spiritual development.

To achieve this we:

- Create a caring, Christian environment in which children are able to approach their learning with confidence and enthusiasm
- Stimulate the students' ability to think
- Develop proficiency in literacy and numeracy
- Develop students' skills in investigation, analysis, problem solving and evaluation
- Develop an enjoyment and thirst for learning
- Enhance attitudes of self-reliance, independence and responsibility in learning
- Enhance personal development skills such as self-confidence, manners and interpersonal relationships
- Develop sound understanding of issues in the range of subjects offered
- Develop computer skills appropriate to a range of applications
- Encourage aesthetic areas of art, music and drama
- Develop attitudes of resilience and mutual respect.

Buddy System

A buddy system has been developed to strengthen and build relationships between children across various age groups. The Buddy groups at present are:

3 and 4 Year Old Kindy and Year 2
Pre-Primary and Year 3/4
Year 1 and Year 5/6

Primary classes enjoy shared activities on a regular basis each term.

THE PRIMARY SCHOOL GENERAL INFORMATION

The Primary School at the Halls Head Campus aims to be a place where young children can learn, play and develop in an environment where they feel safe and valued at all times. Children are placed in the care of qualified and compassionate teachers and assistants who uphold our Christian ethos. A class teacher leads the class for the majority of each day and is therefore able to build strong and personal relationships with each child over time.

Kindergarten

The Primary School includes one 3 Year Old Kindergarten (Kindy) that offer two full day sessions (Tuesday and Thursday 8.30am-2.45pm), a kindergarten (Kindy) class that offer children three full day sessions (Tuesday, Wednesday and Thursday 8.35am-2.45pm) each week. A fully qualified teacher and assistant care for each class. Kindy are very much a part of our College and enjoy participation in many of the wider school activities such as the weekly chapel service and assembly. Having the 3 Year Old Kindy and 4 Year old Kindy on campus prepares children for a smooth transition for the following year, as they are already familiar with much of the College, its routines and staff.

Daily Routines

The Kindergarten class and Primary School commence each day at 8.35am. Supervision is provided in the courtyard from 8.15am and classroom doors open at 8.20am.

The school day for Pre-Primary to Year 6 ends at 3.00pm and all students are expected to be collected from the College by 3.20pm.

Parents or caregivers of Kindergarten and Pre-Primary children must be present when dropping off and picking up their children. Pre-Primary – Year 6 parents and carers should use the car park near the Cathy Nicholas Multipurpose building when visiting the school.

Pre-Primary to Year 6 Timetable

Start of Day	8.35am
Recess	10.25am-10.45am
Lunch	12.25 - 1.05pm
End of Day	3.00pm

Chapel and Assembly

Chapel

The weekly Wednesday chapel services that take place in the Cathy Nicholas Multipurpose Building at 8.45am are intended to convey God's love, forgiveness and guidance to students, staff and families in meaningful and appropriate ways, thereby giving all members of the College community the opportunity to connect with and deepen their relationship with God. Although attendance at chapel is compulsory for all students of the College, worship (responding in faith, praise and service to God) is voluntary.

Most chapels are led by the College Chaplain, with the support of students and teachers, who assist in various ways:

- Setting up for the Chapel Service
- Lighting altar candles
- Singing and providing musical accompaniment
- Reading from the Bible
- Praying for particular needs or suggesting topics
- Involvement in plays, skits and other activities intended to communicate the message of the day
- Collecting the offering boxes.

Parents and families are most welcome at all chapel services. Chapels provide regular opportunities for everyone involved with our College to participate in community and exercise togetherness.

Chapels usually consist of:

- Music and singing as people enter
- Welcome, announcement of the day's theme and opening prayer
- Bible reading and songs
- Message
- Prayers
- Blessing
- Offering boxes

Students are encouraged to bring a small financial offering in which is collected in the classroom prior to the Chapel service and presented as part of the service. There is a different project or destination for the money raised each year.

Assembly

The School Assembly follows the Chapel Service each week (Wednesday). This provides a forum for students to present themselves and aspects of their work to the rest of the School. This consists of student awards and information/instruction relevant to the whole school. House Captains predominantly lead this aspect of assembly. A warm invitation is extended to parents to attend. **Tea and coffee is available to parents following Chapel and Assembly.** Each class is expected to lead one Chapel Service and one Assembly each year.

Communication

Good communication between the College and parents is very important to us. We provide a variety of ways to enable a two-way flow of information.

More formalised means are:

- Parent Information Night (early Term 1)
- Parent/Teacher Interviews (End of Term 1)
- Prearranged interviews with the teacher as requested
- College Newsletter (weekly). This can be emailed.
- Daily Diaries (Years 3-6), Communication Books (Kindergarten – Year 2) or Homework Books
- Class Newsletters once a fortnight
- Portfolios - Kindergarten at the end of each term, Pre-Primary to Year 6 at the end of Terms 2 and 4)
- Interim Reports Pre-Primary – Year 6 (end of Terms 1 and 3)
- Student Reports (Pre-Primary – Year 6 end of Terms 2 and 4, Kindergarten end of Term 4)

Parents wishing to come and discuss topics with teachers are requested to arrange a time that is mutually agreeable.

Homework

Homework is an important aspect of school life and is one means of informing parents of the work being taught in class. All work sent home is for consolidation purposes only and students will have previously been introduced to and had experience of the skills and concepts in lesson times.

In our school, homework is expected to be completed four nights a week (Monday – Thursday). Homework increases in length and content as the child moves through the College. Teachers will inform parents of homework expectations at the class information nights and via newsletters throughout the year.

On average it is expected that students complete the following for homework:

Pre-Primary: 10 minutes per night 4 nights per week

Year 1: 15 minutes per night 4 nights per week

Year 2: 15 minutes per night 4 nights per week

Year 3: 20 minutes per night 4 nights per week

Year 4: 20 – 30 minutes per night 4 nights per week

Year 5: 30 minutes per night 4 nights per week

Year 6: 40 minutes per night 4 nights per week

Year 5 and 6 are also expected to do an assignment each term.

Homework may consist of reading, practicing spellings, mathematics and any unfinished classwork when ample time has been allowed during the school day.

Assessment and Reporting

Each term, parents will receive at least one formal assessment on their child in the form of a student Interim report and/or portfolio.

In Kindergarten portfolios consist of work samples, checklists, student outcomes and teacher and student comments.

In Pre-Primary – Year 6, portfolios consist of work samples, assessments and an end of Semester report. These folders will be sent home for parent perusal and comment at the end of Terms 2 and 4. Mathematics, English and Christian Studies are assessed each term and other curriculum areas are assessed at least twice in the year. Full student reports are sent home at the end of Semesters 1 and 2 (Terms 2 and 4).

Parent/teacher interviews are scheduled towards the end of Term 1. Further interviews may be arranged at parent/teacher request.

Recess and lunch

Students may bring a healthy snack to eat at recess. All students must bring lunch to school unless purchasing from the 'Sandwich Shack' on Mondays or 'Lunch Shack' on Fridays. The contents of a student's lunch box are at the parent's discretion but the school strongly encourages healthy eating. We are an 'Allergy Aware' school and foods containing nuts should not be brought into school. Please inform the school immediately if your child develops an allergic reaction. All students must have a school hat at all times. We have a strict '**No hat no play**' rule.

'Crunch & Sip'

Living Waters Lutheran School, Halls Head Campus is a 'Crunch & Sip' school. Students are strongly encouraged to bring a snack of fruit or vegetables to eat whilst working in the classroom. Students should also have access to a water bottle at all times.

'Lunch Shack' Canteen

The Primary School has a canteen on site that is open for orders every Monday and Friday. Students must pre-order on Monday or Friday morning. They are not allowed to order directly from the canteen during recess and lunch. This is run by the Parents & Friends group (P&F) on a voluntary basis. If you are interested in helping, please contact the school. All help is greatly appreciated.

Lunch order bags are available from the office. The menu changes each term.

Birthdays

Students may bring in cakes and other treats to share with their class to celebrate their birthdays. Birthdays are also celebrated each week in Assembly.

Absence

Parents/caregivers are requested to phone the school to advise of a student's absence by 8.55am on the day of absence. This will then authorise the absence. **Telephone: 9535 6309**. A letter giving reasons for absence or an absence slip needs to be sent in with the student on the day of return.

Late Arrivals

Any student arriving after the time of role completion (8.40am) must report their presence to the Administration Office. A note explaining the reason for being late should be given to the class teacher.

Early Departures

Students must be signed out of the school from the Administration Office by a parent/carer and a reason for the departure given to either the Administration Officer or class teacher.

Lost Property

A box of lost property is kept in the Administration Office. This should be checked to see if a lost item has been handed in. Possessions with the students name on are returned directly to the student.

Bicycles and Scooters

Students riding their bicycles or scooters to school should dismount at the school gates and wheel them to the designated bike racks. They should not be ridden in the school grounds. The wearing of helmets is compulsory for all students riding bikes or scooters.

Mobile Phones

Students are permitted to carry mobile phones to and from school but are not allowed to use them whilst at school. All students should leave them with their class teacher and collect them at the end of the school day.

Medications and medical records

All medications, whether prescribed or otherwise, should be clearly labelled with the student's name and correct dosage details and given to the Administration Officer. Students are **not** permitted to administer their own medication. A form must be completed and signed for all students requiring medication at school (prescribed or otherwise). These are available from the Administration Office. Please inform the school immediately if changes need to be made to your child's medical records.

Chewing gum is forbidden.

Diaries

All students from Year 3 upwards are expected to use a school diary. All homework and important information are recorded in the diary. The diary is an important form of communication between home and school and needs to be in use daily. All parents and students need to read and sign the policies on:

- Harassment
- Drug Use
- Use of the Computer Conduct
- Use of the Internet
- Sporting Code of Conduct

Please check your child's diary, sign it and ensure it is returned to school each day.

Sports Houses

There are 4 Houses at Living Waters Lutheran College. Each is named after a river in Western Australia and has a colour. These are:

Serpentine - Red
Canning – Green
Swan – Yellow
Murray – Blue

Each House has a House Captain to lead them and these are usually from the Year 6 class.

House groups compete against each other in school carnivals for the school shield which is presented at the end of the school year. Students are allocated a House on enrolment. All families are part of the same House.

Student Representative Council (SRC)

There is a Student Representative Council (SRC) with students from Years 1-6. Every semester, each class elects 2 students to represent them. These council members plus the House Captains elect a Chairperson and Secretary. Meetings take place each fortnight and are in both curriculum and leisure time. The SRC makes decisions on school disco themes, the development of our school garden and fundraisers, and feeds back thoughts and queries from classmates.

CURRICULUM

The range of subjects and experiences offered by the school are considerable. The programs are planned on an integrated basis across subject areas, often based on a theme. Although all courses have been developed for and by Living Waters, they are closely linked to the National Australian Curriculum or Western Australian curriculum. Brief details of some of our subject areas are outlined here, but no attempt has been made to cover all subjects in full detail. Parents who require further information should obtain this from the College.

English

Considerable emphasis is placed upon communication and development of English from the earliest years and subsequently throughout the student's school life at Living Waters. A comprehensive core program, involving speaking, listening, reading, writing and viewing has been developed and the progress of students is carefully measured. There is considerable scope for a variety of extension activities, often across subject areas.

Structures have been created to cope with all ability levels. The school follows a balanced approach to literacy which focuses on the development of the processes of writing and emphasises the value of correct spelling, word usage and grammar, and the link between reading and writing.

Reading Program

The Primary School provides a Reading program, which assists children who require additional development in this area. This program is run by class teachers and volunteers from our school community and is in place to help children who are in need of some confidence building and one-on-one support.

Living Waters Lutheran College is keen to nurture its community and an important part of this is the encouragement of parental involvement in many areas.

Mathematics

A fully sequential Mathematics program based on the National Australian Curriculum has been developed for all levels, from Kindergarten to Year 6. This program covers the core areas of Mathematics, Number and Algebra, Probability and Statistics, Measurement and Geometry, and provides ample opportunity for extension activities. From Year 1 to Year 6 we have 'Envision Maths' in place as the primary provider.

Emphasis is placed on the deep understanding of mathematical concepts through the use of a wide range of practical materials, and the application of these concepts in problem solving, abstract tasks and real-life situations. Children are expected to develop good automatic response to number facts. They are encouraged to develop accuracy and to gradually increase their speed in all areas of work.

Learning Enrichment Program

Students who are experiencing Learning Difficulties, especially within English and Mathematics, can be referred to our Special Education team who will work with the class teacher to differentiate the curriculum and provide help and supportive materials. There are also two Extension groups; one for Junior Primary (Pre-Primary – Year 2) and the other for Senior Primary (Years 3 – 6). These are led by Specialist teachers and have a different focus each term. Students selected for these programs are chosen by class teachers and vary over time, depending on the strengths and weaknesses of individual students.

Christian Studies

Christian Studies is an essential part of the Christian education offered at the College. Christian Studies is a core subject and as such is planned for, assessed and taught in the same way as other curriculum areas. There are four core units that are developed each year throughout the school; Christian Church, Christian Living, Christian Beliefs and Christianity in the World. In Christian Studies students explore religious and non-religious perspectives in order to enrich their ability to make sense of the world in which we live. Students do this through research, discussion, guest speakers, Bible reading, excursions, viewing and exploration.

While faith responses or commitment to Christ are not an expectation of the Christian Studies curriculum there are areas within the broader framework of Christian education where faith can be nurtured and expressed such as Worship times and classroom devotion and prayer.

History/Geography

History and Geography throughout the school are taught in line with the National Australian Curriculum.

This is a sequential program that:

- Develops an understanding of Australian and worldwide history and Geography
- Aids the acquisition of knowledge
- Develops basic skills in academic and social areas
- Differentiates between developing and appreciating attitudes, values and feelings about people, animals, objects, actions and events
- Explores and develops Civics and Citizenship

Development occurs through study and the use of concepts appropriate to the level concerned. The actual topics used are sometimes related to themes and are based on inquiry and co-operative learning skills.

Languages – Japanese

The aims of this program are to motivate students to learn a second language, provide them with an insight into the culture and background of other people and develop language acquisition skills. Japanese is taught by a specialist teacher to all students from Pre-Primary to Year Six. Lesson last for 50 minutes.

Science

Science occurs throughout the school as part of the many integrated units taught and through specialist teaching. From Pre-Primary to Year Five students have a minimum of one 50 minute specialist teaching each week. Year Six have two hours each week. A 'hands on' approach is encouraged to capture and build on the students' interests and to develop related knowledge, skills, attitudes and values. There is a specific focus on developing investigative skills, processes and fair testing as well as scientific knowledge. The specialist science lessons are taught in the school's Science Laboratory.

Technology and Enterprise

Technological concepts are developed throughout the school. The components of Technology; processes, materials, information, systems, enterprise, skills and technology in society, are developed progressively throughout the Primary years. Students experience working with a range of materials and using a variety of equipment. This often has a problem-solving element.

Information Communication Technology (I.C.T.)

The modern world's developments in technology are exciting and our aim is to prepare the students for the changes and advancements they will experience in the years ahead.

The school places emphasis on computers as tools for learning in all subject areas, rather than computing for its own sake. The computer is viewed as a means of developing communication skills. The purpose of using computers is not only to help the students learn new ideas and concepts, but also to improve their ability to write, think and create.

Some of our classrooms are also equipped with Interactive Whiteboards and all are fitted with projectors. These are a useful tool for engaging a whole class in the classroom task and can be linked up to both iPads and laptops. A set of iPads are in each class and Years 4-6 have a one-to-one iPad program.

A Specialist teacher is available to assist in the planning and implementation.

Physical Education

The physical aspect of the development of each student is of major importance. An extensive, sequential program of physical education is conducted at all levels with the developing of skills. This is taught by a specialist teacher for two sessions each week and students are also expected to take part in daily fitness activities. There are also opportunities before and after school to develop skills in specific sports throughout the year. These include cricket, netball, basketball and soccer. Students from Years 3-6 also compete at Interschool Carnivals throughout the year. These include athletics, cross country and swimming.

Outdoor Education

We have a core outdoor education program at all levels from Pre-Primary to Year 6. For younger students this involves simple activities within the College grounds and in the local area, while for older students (Year 3 upwards), there are camp experiences as well as training in outdoor skills. It is expected that overnight camps will include the following:

Pre-Primary	Stay Up
Year 1	Stay Up
Year 2	Overnight at school
Years 3 and 4	Two nights of camp away from school
Years 5 and 6	A minimum of 3 nights of camp away from school

Every second year the Year 5 and 6 students visit Canberra for approximately five days and four nights. This forms part of Citizenship and Civics. Fundraising is of an essence during this year and is led by a parental group. The activities on each camp become more challenging as the students move through the school. We expect each child to attend these camps, as these experiences are a very important part of their education.

Personal Development/Health

Students develop an understanding of health issues and the skills and attitudes needed for healthy, active lifestyles. They evaluate the opportunities and challenges associated with living in modern society, and can take action to avoid or reduce threats to their health and well-being, such as the effects of drugs, poor mental health or inadequate nutrition. At all levels within the school there is a major emphasis on the development of healthy relationships. Relationship training is taught within the context of sensitivity, self-awareness and confidence building. The changes with the onset of puberty and adolescence are taught each year from Year 5.

The Arts:

Music

Music is run by a specialist teacher in a 50 minute block each week from Kindergarten to Year 6. We offer lots of hands on activities including dance and movement skills with the younger classes. As students progress through the school the more technical aspect of music is studied and includes drama, visual art and media in an integrated program. Year 3-6 students are invited to join the school choir where a great range of songs are sung alongside dance, movement and fun.

We also offer tuition in playing the piano, violin and guitar. This is provided by an outside organisation and a fee is charged each term. Tuition takes place for 30 minute sessions and is provided weekly.

Visual Arts

Art follows a developmental program, throughout the school, which encourages the strengthening of skills within a highly creative range of experiences. Students participate in painting, drawing, clay work, woodwork, threads and textiles, collage, paperwork and construction. A specialist teacher teaches each class for two terms each year.

Before and After School Activities and Clubs

A number of out-of-school-hours activities and clubs are offered for all age groups. These include 'Active After School' sports sessions twice a week after school. There is also netball training throughout the year.

Awards

The use of praise, stickers and other rewards are very much part of the positive culture of the school.

Students can work towards earning a bronze, silver or gold merit certificate.

Platinum awards are given to a few students from each class. Students must achieve a gold merit level before being considered for a platinum award.

All of the awards are designed to encourage each child to achieve his or her full potential.

'Certificate of Recognition' awards are presented at weekly assemblies.

Success in reading and writing Japanese is regularly celebrated with certificates and these are also awarded in assemblies.

At sporting carnivals and interschool sporting events awards for achievement are given. At the end of year graduation service students from Pre-Primary to Year 6 are recognised for their academic and citizenship achievements throughout the year.

Graduation Ceremony

Students in Kindergarten celebrate their graduation to main school in a ceremony at the end of Term 4. Parents are invited to attend.

Graduation for Year 6 students is a formal ceremony. It is compulsory for all students from Pre-Primary to Year 6 to attend and they must wear full summer uniform. Graduation is traditionally held on the last day of Term 4 and is an evening event, usually lasting approximately 1 1/2 hours. It consists of awards for all classes from Pre-Primary to Year 6 and a number of awards specifically for Years 3- 6. 'Dux of Campus' and the 'Principal's Award' are traditionally awarded to graduating students. The transition of Year 6 students to the Warnbro Campus for Middle school is also celebrated, as are the students who have been part of the Living Waters Community from Kindergarten.

Year 6 students are also invited to a formal meal during an evening towards the end of Term 4 at a local restaurant.

STUDENT BEHAVIOUR MANAGEMENT

At Living Waters Lutheran College the Gospel of Jesus Christ is the means and motivation for inviting, encouraging and developing acceptable student behaviour.

All efforts by the College to promote positive attitudes and behaviour and to correct irresponsible behaviour will have, as the prime goal, the growth and development of the student in Christian maturity.

Therefore we believe that:

- Our College is an important agency to help our children grow in Christian maturity.
- In our College, staff and students endeavour to serve the Lord in an atmosphere which facilitates positive personal and social development.
- All students have responsibilities for themselves and to others, and need to be supported as they learn how to accept those responsibilities.
- Our College is a loving, safe, caring and orderly environment.
- All students have the right to:
 - ❖ Feel they belong
 - ❖ Feel safe
 - ❖ Feel happy
 - ❖ Learn
 - ❖ Have others respect their rights
- All staff have the right to teach and work, and these rights should be respected.
- Students need to understand that all behaviour, responsible or irresponsible, has consequences.
- Students need to know and accept the consequences that follow behaviour.
- The expectations and consequences of behaviours should be consistent, fair and in accord with our school philosophy.
- College staff, students and their families share the responsibility for managing student behaviour.
- Free and open communication between all parties concerned will minimise the occurrence of conflict or misunderstanding.

To achieve this there are expectations placed upon all members of the College community.

Expectations of Teachers

- Model, teach and encourage Christian attitudes and behaviour.
- Create a loving, safe, caring and orderly environment conducive to teaching and learning by:
 - ❖ making expectations and consequences clear
 - ❖ having consistent expectations
 - ❖ establishing routines
 - ❖ disciplining students with Christian love
 - ❖ ensuring that students' learning is not hindered through prejudices, or harassment because of gender, cultural background, family circumstances, disability or disruptive behaviour
 - ❖ acknowledging, praising and rewarding responsible behaviour
 - ❖ having high expectations of performance, valuing a range of successes and encouraging children to achieve their personal best
 - ❖ communicating with families and informing them of behavioural expectations of students
 - ❖ informing parents/care givers of their children's attitudes and behaviours through formal and informal discussions and reports
 - ❖ assisting students to participate meaningfully in discussing standards of behaviour, rights, responsibilities and consequences
 - ❖ encouraging students in a greater understanding, acceptance and demonstration of responsibility for their behaviour and its consequences
 - ❖ being aware of other relevant policies and legal obligations

Expectations of Students

- Learn and strive to demonstrate Christian attitudes and behaviour
- Participate in the creation of a loving, safe, caring and orderly environment
- Accept responsibility for maximising the learning opportunities for themselves and others by:
 - ❖ Knowing and accepting expectations and consequences of responsible or irresponsible behaviour
 - ❖ Knowing routines and abiding by them
 - ❖ Being aware of, and take responsibility for, their own behaviour choices
 - ❖ Valuing success in a range of activities and aiming to achieve their personal best
 - ❖ Caring about the emotional and physical well being of others, and therefore accepting them without prejudice or any form of harassment
 - ❖ Participating in discussion of standards, responsibilities and consequences

Expectations of Parents

- Accept responsibility as the first and most important role models and educators of Christian attitudes and behaviour.
- Support the College in its efforts to create a loving, safe, caring and orderly environment for their children by:
 - ❖ accepting expectations and consequences of the Behaviour Management Policy
 - ❖ expecting their children to abide by school standards
 - ❖ helping their children value consequences of responsible behaviour and accepting consequences of irresponsible behaviour
 - ❖ supporting the College in discouraging prejudice or any form of harassment
 - ❖ acknowledging praise and rewarding responsible behaviour
 - ❖ valuing success in a range of activities and encouraging children to achieve their personal best

Expectations of Parent Helpers

Parents who are helping out in the College and see a student acting irresponsibly or contrary to the College's Behavioural Management Policy may:

- Address the student and remind them of the rules.
- Inform the teacher of the breach of rules.
- Parents should not attempt to discipline students in the school.

NOTES: The student is not to be separated from the class to be spoken to. All parent helpers should be in possession of a valid 'Working with Children' permit.

Parental Involvement

Living Waters Lutheran College believes that educating children is a joint responsibility, where both parents and teachers work together to benefit the students. The College seeks to encourage all parents to become a part of the school community and we invite all parents into the school.

Classroom Participation and Support

There are times in each teacher's timetable when parent involvement is not only welcome but greatly valued. This is especially so for excursions and certain incursions. Please discuss suitable times that you could be involved with your child's teacher.

Areas for Parental Involvement

- Parent help in classroom activities (please discuss with class teacher)
- Sports coaching both in and out of school hours
- Assistance at sports carnivals
- Involvement on the Parents and Friends (P & F) Committee
- Attending chapel
- Class carers
- 'Sandwich Shack' and 'Lunch Shack'

Class Carers

Each class is allocated two parents to be Class Carers. This is a voluntary position and runs for both semesters. The responsibility of the Class Carers is to support at times such as assembly and chapel productions in terms of helping to set up morning tea, helping with any class parties and supporting the teacher in areas depending on the age of the students, for example, celebrating birthdays.

Enquiries

Teachers are always happy to discuss any individual concerns. However, a mutually convenient interview time must be arranged beforehand.

Enquiries for the following issues should be directed to:

School procedures and rules	Class Teachers
Spiritual Matters	College Pastor, Pastor Richard Schulze
Curriculum in general	Principal/Head of Campus
Curriculum Specific	Class teacher
Class Matters	Class Teacher
Student Progress	Class Teacher
Problems or Concerns	Class Teacher/Head of Campus
Confidential Matters	Head of Campus/Principal
Enrolment	Head of Campus/Principal
Financial Matters	Head of Campus/Principal

Any issues of concern, including suggestions or criticism, should be directed to the Head of Campus or Principal. Gossip is damaging. We can only address concerns when we know about them.

CONSEQUENCES FOR UNSATISFACTORY BEHAVIOUR

Depending upon the nature of the misdemeanour, the circumstances surrounding the event and the pattern of the child's previous behaviour, one or more of the following consequences may be involved. (This list is not inclusive but is meant to give parents an indication of possible consequences for inappropriate behaviour).

- withdrawal from class activity
- completion of class work at lunchtime
- withdrawal from recreational time (i.e. recess, lunch) in order to reflect on behaviour in Detention
- menial tasks in the yard or classroom such as litter collection
- completing written tasks of some form
- writing explanation of behaviour to parents
- verbal or written apology to those offended
- removal of privileges

When students display patterns of repeated misbehaviour, parents will be notified and asked to be involved in discussion with a view to developing a cooperative home/College approach to the situation.

Students who are given 'time out' in their classroom for poor behaviour choices may be required to make up that time and the work missed, during lunchtime.

Parents will be notified of their child's attendance at lunchtime detention in the form of a blue slip. This needs to be signed by parents and returned to school. Formal letters are sent to parents when a child has had at least 3 detentions in one term.

CONSEQUENCES OF SERIOUS MISBEHAVIOUR

Where students are found guilty of serious breaches of behaviour (i.e. persistent use of inappropriate language, actions involving potential for grave physical danger to self and/or others, overt-sexual behaviour, insolence to staff or open defiance to reasonable instructions), more serious consequences will be involved.

The College retains the right in these cases to invoke consequences, which may include suspension and even expulsion. Before invoking such action, parents would usually, as a matter of course, be involved in discussion with the College. Where considered necessary, parents will be strongly encouraged to support counselling of the child.

OUR COLLEGE UNIFORM

The uniform at Living Waters Lutheran College helps to identify our students when we are on campus, out in general public and also when we are participating in interschool events. It is therefore important for ALL students to wear their uniform correctly and neatly when at the College AND also when going to and from the College. Parents will be notified of a student's failure to observe the uniform requirements, and there are consequences for students who are repeatedly out of uniform. Should a student need to be out of the correct uniform for medical reasons, a note is required showing the reason for the student wearing an alternative to the correct uniform.

- Correct uniform, as determined by the College Board, is to be worn at all times and must be kept clean and in good condition.
- Hair must be kept clean, neat and tidy. Students with hair longer than the top of the shoulder must have **ALL** long hair tied back or up from the face using navy elastics and/or navy ribbon or scrunches. Hair shorter than shoulder length may be held back with a plain navy blue headband. Hair grips are to be plain bobby pins, silver or dark blue hair clips. Coloured combs and/or decorative clips are not permitted. **Hair must be the student's natural colour. Hair sculpturing is not permitted. Beading of hair, or some strands, is not permitted.**
- The only jewellery to be worn with the College uniform is a wristwatch, a small silver or gold cross and matching chain and a Medic Alert bracelet. Students with pierced ears may wear plain silver or gold studs or sleepers (**NOT HOOPS**) with a maximum of **ONE** earring in each earlobe.
- Makeup, acrylic nails and nail polish are not permitted.
- For special occasions in summer boys may be required to wear their winter uniform or formal white shirt and tie.
- Plain black lace-up (not buckled) shoes are required for both boys and girls. Heels are to be **no more than 1.5cm high**. Black joggers and elastic sided boots are not an acceptable alternative.
- Sports uniform is to be worn for the whole day including to and from school on the student's designated PE/Sports day. For cold or wet weather students may wear a plain navy coloured jacket or school jacket. Multi coloured parkas and other styles of jacket are not acceptable. Scarves are to be navy blue.
- Sports shoes are to be white. If possible 100% white otherwise 70% white is the minimum requirement.
- A Living Waters backpack **MUST** be used to carry books and other personal property to and from school.
- The College hat is the **ONLY** acceptable hat and must be worn by **ALL** students when outdoors. **A NO HAT NO PLAY RULE** is enforced in the school
- ALL clothing and personal items **MUST** be named.

All items except for shoes are available from the Uniform Shop.

KINDERGARTEN & PRE-PRIMARY UNIFORM

(Sports uniform all year round)

College Hat with logo must be worn while outdoors. NO HAT – NO PLAY

Summer – Boys and Girls

- Navy blue rugby shorts
- House polo shirt with College logo
- White school sports socks
- College hat with College logo
- White sports shoes – minimum 70% white (no pictures). Navy blue sandals (no socks) are optional in place of white shoes and socks (beach sandals are not an acceptable sandal)

Winter – Boys and Girls

- House polo shirt with College logo
- Navy blue tracksuit jacket with College logo
- Navy blue tracksuit pants with College stripes
- White school sports socks
- White sports shoes – minimum 70% white (no pictures)

JUNIOR AND SENIOR UNIFORM (Years 1-6)

College Hat with logo must be worn while outdoors. NO HAT – NO PLAY

Summer – Boys

- Navy College shorts (elastic back – no cargo pants)
- White polo shirt with College logo Years 1-6
- Navy socks with College stripes
- College hat with College logo
- Black lace up shoes (heels no more than 3cm) Navy blue sandals (no socks) are optional in place of white shoes and socks for Years 1-6 (beach sandals are not an acceptable sandal)

Summer – Girls

- Princess style dress in College tartan with the College logo
- White socks with College stripes
- College hat with College logo
- Black lace up shoes (heels no more than 3cm)
Navy sandals (no socks) are an alternative to the College socks and black shoes (beach sandals are not an acceptable sandal)

Summer Sports – Boys and Girls

- Navy rugby shorts
- House polo shirt with College logo
- White school sports socks (must come above ankle)
- White sports shoes – preferably 100% white otherwise a minimum of 70% white is required
- College hat with College logo
- House shirt (optional) for sports/swimming carnivals and inter-house competitions

Winter – Boys

- Plain grey melange trousers (elastic back)
- White button through shirt (no logo) – long or short sleeve
- Striped College tie
- Teal woollen jumper with College logo
- Navy socks with College stripes
- Black lace up school shoes (heels no more than 3cm)
- Plain navy blue parka. Older primary students can purchase the showerproof jacket from the Uniform Shop (optional)

Winter – Girls

- Tartan pinafore
- White button through shirt (no logo) – long or short sleeve
- Striped College tie
- Teal woollen jumper with College logo
- White socks with College stripes or navy stockings
- Black lace-up shoes (heels no more than 3cm)
- Plain navy blue parka. Older primary students can purchase the showerproof jacket from the Uniform Shop (optional)

Winter Sports – Boys & Girls

- House polo shirt with College logo
- Navy blue tracksuit pants with College stripes
- Navy blue tracksuit jacket with College logo
- White sports socks (must come above ankle)
- White sports shoes – preferably 100% white otherwise a minimum of 70% white is required