



# **LUCAS HEIGHTS COMMUNITY SCHOOL**

## **Student Handbook Primary School 2025**

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## SECTION 1: School organisation and structure

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### Welcome

Welcome to Lucas Heights Community School.

Lucas Heights Community School provides educational excellence in an inspirational, caring, inclusive and innovative environment. We aim for students to achieve their personal best in their academic, sporting and creative endeavours. Our teaching staff are dedicated to the delivery of learning programs designed to cater for the diverse range of student learning needs.

Lucas Heights Community School has a strong emphasis on student growth in literacy, numeracy and wellbeing. Through innovative quality teaching, our students are empowered to be successful learners who are respectful and resilient. We challenge our students to excel and we provide diverse opportunities for them to develop and display their gifts and talents.



Lucas Heights Community School opened in 1992 and is situated on the Sutherland Shire's western plateau bounded by the Woronora and Georges Rivers. We provide a unique educational setting with over 820 students from Kindergarten to Year 12, including students enrolled in the support unit. The school has an active P&C and parents share our aspirations for students in their academic, sporting and creative pursuits.

## The school structure and staffing

Lucas Heights Community School is structured to provide continuity in learning and student wellbeing from Kindergarten to Year 12. The school is divided into a Junior School (Kindergarten-Year 6) and the Senior School (Years 7-12), with the opportunity for sharing and interaction between each part of the school.

Executive staff and their areas of responsibility are set out below.



**Principal K-12**  
Ms J Adams



**Deputy Principal**  
**Years 8, 10, 12 and Careers**  
Mrs R Cahill



**Deputy Principal**  
**Years 7, 9, 11**  
Ms J Rogers



**Deputy Principal K-6**  
Mrs C Lakiss



**Deputy Principal K-6**  
**Instructional Leader**  
Mr A Foxwell



**Assistant Principal K-2**  
Ms K Stewart



**Assistant Principal  
Stage 2 and Learning Support**  
Mr R Entwistle



**Assistant Principal, Curriculum  
and Instruction (APCI)**  
Ms C Jeffrey





LHCS

# School Values Classroom

## RESPECT

- Listen for and follow teacher instructions
- Use appropriate language
- Be considerate of others and their right to learn
- Value inclusion and the opinions of others



## RESPONSIBILITY

- Be prepared with all learning equipment - every lesson, each day
- Arrive to class on time
- Take pride in your uniform
- Use technology appropriately

## ACTIVE LEARNING

- Always try your best
- Ask for help when you need it
- Engage with set tasks
- Engage positively with the class and teacher directions





LHCS

# School Values Playground

## RESPECT

- Put your rubbish in the bin
- Treat your peers with kindness
- Follow teacher instructions
- Be inclusive of others



## RESPONSIBILITY

- Stay in bounds - right place, right time
- Move around safely
- Take care of your play environment and equipment
- Be sun safe- no hat, COLA play

## ACTIVE LEARNING

- Be fair on the field
- Cooperate with others
- Display positive citizenship
- Move to class on time



## Contacting the school

### The Office and You

The school office is staffed from 8.15am to 3.15pm. Outside these hours the answering machine will be in operation. Office staff will endeavour to answer questions that arise but may need to refer to a member of the teaching staff for detailed information.

All visitors to the school MUST come via the office, sign in using the QR code or iPad provided, and display the badge/sticker if they are intending to enter the school grounds.

## Communication

Lucas Heights Community School communicate between school and home in a variety of ways:

### School website:

The school website is an excellent source of current information about the school. It provides general information as well as places to seek more specific information.

### School email:

School staff can be contacted via the school email address: [lucasheigh-c.school@det.nsw.edu.au](mailto:lucasheigh-c.school@det.nsw.edu.au). We recommend that if sending to a particular staff member, to attention the subject heading to them.

### School Bytes:

Lucas Heights Community School use the School Bytes parent portal for various things, including online permission notes and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

Please ensure that you set up your School Bytes parent portal via the following link to be able to access your child's details: <https://portal.schoolbytes.education/auth/register>. To ensure that the registration process works smoothly, and you can link your child/children, make sure you use the same email address that you have provided to the school.

### Sentral:

Lucas Heights Community School uses the Sentral Parent Portal to send communication emails, school reports, parent teacher night bookings, absences, etc. Once your child is enrolled at Lucas Heights Community School, an access key will be sent to you, enabling access to your child's details.

### School reports:

In June and December each year parents receive reports through the Sentral Parent Portal on the progress of their child. There are opportunities to speak to staff about a student's progress at the parent/teacher nights. Parents do need to organise an allocated time within the interview periods.



### Information nights:

These occur at a variety of times during the year, depending on the year of the student. This may include subject selection nights, open nights or open mornings, graduations, etc.

### Facebook:

Lucas Heights Community School regularly upload event information, event images and School notifications to our School Facebook page, [Lucas Heights Community School](#). We recommend for parents and carers to follow our page to keep up to date with what is happening at LHCS.

### Bell times

| Kindergarten – Year 6 |        |         |           |          |        |
|-----------------------|--------|---------|-----------|----------|--------|
|                       | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Session       | 9.10   | 9.10    | 9.10      | 8.50     | 9.10   |
| Lunch                 | 11.10  | 11.10   | 11.10     | 10.30    | 11.10  |
| Middle Session        | 11.50  | 11.50   | 11.50     | 11.10    | 11.50  |
| Afternoon Break       | 1.30   | 1.30    | 1.30      | 12.50    | 1.30   |
| Afternoon Session     | 1.50   | 1.50    | 1.50      | 1.10     | 1.50   |
| Home time             | 3.00   | 3.00    | 3.00      | 2.40     | 3.00   |

### The school canteen

The school canteen is operated by an external company, Made Fresh. Made Fresh is totally committed and firmly adheres to the 'Healthy Canteen Strategy Program'.

Lucas Heights Community School have passed the 'Master Menu Check' and have attained a 'Healthy School Canteen' certificate.

Made Fresh have introduced an online ordering system in conjunction with Flexi-schools. EFTPOS facilities are also available for students to use.

Made Fresh understands that the school environment has a significant impact on the development of eating habits and it is their priority to 'Build Australia's Healthier Generation'.

To place an order, either submit your order via the Flexischool app, in a paper bag with the details on the front and payment secured inside, or alternatively, your child can place their order direct with the canteen.

**MADE FRESH**  **flexischools**

Our school has now introduced a great new online ordering system for the School Canteen called Flexischools. Flexischools allows you to place all your canteen orders online in a matter of seconds, at any time of the day.

- Download the Flexischools App** (Note: for iPhone and iPad please select 'Allow' notifications.)
 



- Add your School and Group:**  
Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.
- Login/Register:**  
Click the "Order now" button located in the bottom right-hand corner of the app, this will open a login screen.
  - Already a Flexischools user** - Enter your details and login. To save your login details select 'remember me'.
  - New Flexischools user** - Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for our school, enter student details and select their class.

Once registered, you can start placing orders immediately. If you have any questions, please contact the Flexischools Customer Service Team on **1300 361 769**, or you can contact them via their website.

The Flexischools system is now available and ready to use, so we look forward to seeing your next order online.

If you have any questions about the online services we are introducing, please ask the school office for more information.

## Attendance and punctuality at school

All children are required by law to attend school regularly until they are seventeen years old. One of the main reasons for unsatisfactory progress at school is irregular attendance. ROLLS are marked every morning before class.

### Notes

If you are absent from school, you must bring a note on your first day back after your absence. This note must be dated and signed by your parent or guardian. Please hand notes into the front office.

### Long Absences

If you are going to be away for more than 3 days, please contact the school.

The school must be notified in the case of extended leave. Fifteen days per calendar year is the maximum allowed by the Department of Education.

### Late Notes

You should always try to be at school before the bell. If you are late, report to the office for a late note. You should have a note from home explaining your lateness to hand to the office staff or be accompanied by an adult.

### Leaving Early

If you have parental permission to leave school early, you must show the note to your class teacher before leaving class. Collect your leave pass at the Front Office before leaving school.

## Section 2: Student requirements

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### Kindergarten to Year 6 – 2025

#### School and grade contributions

School income generated from the voluntary contributions is spent on a wide range of educational resources, supplementing Government grants, to implement the school's educational programs. Such items range from software, literacy resources, additional texts, library resources, sporting equipment, musical instruments and also to the operation and stocking of the school printing facilities.

The income generated from grade contributions will cover the cost of materials used by each student on projects made in the course of their various lessons. The materials purchased provide resources that are above minimum curriculum requirements. These grade contributions are also used to purchase literacy program resources, exercise books, visual arts resources, and craft materials.

There is also a Technology Contribution which is crucial to cover various computer resources, such as computer related consumables and the purchase of current hardware and software. This contribution also contributes to the employment of technical support officer who provide essential support for school and student owned devices. These programs also cover additional literacy-based skills.

The students' Statement of Account and payment reminders will be sent directly to parents/caregivers via email. Emails will be sent to you from [noreply@mail.schoolbytes.education](mailto:noreply@mail.schoolbytes.education).

The student's Statement of Account email will include the make a payment button that will take you to the school's online payment portal. If the activity involves a cost, the make a payment button will allow you to pay securely, quickly and easily via credit or debit card after granting permission (Visa and Mastercard only). Online forms, including permission notes, will be sent to you directly via School Bytes with a link enclosed. Select the link to open the secure online form. The online form will have information about the activity with a section for a digital signature (either with a mouse or your finger) before submitting.

You do not have to sign up or register with School Bytes. You do not have to download an app. You need to ensure your email address and contact details are up to date; you don't want to miss critical information being sent to you. Monitor your inbox for communication we send to you. Respond to digital correspondence received via email or complete the online digital form and submit. Ensure emails sent to you from [noreply@mail.schoolbytes.education](mailto:noreply@mail.schoolbytes.education) are not marked as spam/junk in your email system.

Should families be experiencing financial difficulties, please contact the Principal or either Deputy Principal in writing to discuss the possibility of alternative arrangements.

Payment of contributions is greatly appreciated. The funds raised are used to provide improved learning resources for students and help us in our efforts to provide a quality education for all students.



Ms Julie Adams

**Principal**



## Student Use of Digital Devices and Online Services Procedures

### Purpose

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

### Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

### K-6 School's Approach

To extend and enrich student learning, students have the opportunity to bring their own device to school in Stage 2 and Stage 3. LHCS monitors the use of digital devices by primary school students during class, and prohibits use before school, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required medical reasons or for reasonable adjustments made as part of a student's individual education plan. The primary school's practice is to have all students engaged and focused on their learning. No student is permitted to use the online service to communicate by text, email or through apps, in any form to parents, friends, known and unknown people or sites. The school values learning, safety and respect.

If primary students bring a digital device to school, other than an iPad or laptop, it is to be turned off and / or handed in at the office when first entering the school. A digital device is any electronic device that can receive, store, process and share digital information. Examples of devices not permitted in the classroom or playground include mobile phones, smart connected watches and wearables capable of taking photos, recording texting and communicating online, and any other device capable of texting, being online, taking photos or recording. **Parents and students must agree to conditions as set out in the Student ICT Policy and Responsible Use Agreement.** Students infringing on these conditions will have their privileges revoked as well as face potential disciplinary action. The school does not condone students bringing other digital devices, for personal use to school, and accepts no responsibility for loss or damage to private property.

**Further information regarding LHCS BYOD can be found on the school website.**

### Damage and Loss

Students bring their devices onto the school site at their own risk. Students should protect their device by using a protective case and padded sleeve in a backpack. In cases of malicious damage or theft of another student's device, existing school processes for damage to the school's or another student's property will apply.

### Technical Support

The school will not provide technical support for repair and maintenance of hardware and software issues pertaining to the device. Students should not expect or ask their teachers for technical support. The school accepts no responsibility for the repair of a device resulting from any technical support given by a teacher or another student. The school does employ technical support to assist BYOD connection to the DOE's

wireless network. **The device must meet the wireless capability specification to be able to connect to the DOE's wireless network.**

## Device Repairs, Maintenance and Warranties

Students are solely responsible for the repairs and maintenance of their own device. The school accepts no responsibility for the provision of repair and/or maintenance services for a student's device.

**Warranties:** Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

**Extended Warranties:** At the time of purchase, students may also purchase an optional extended warranty (to extend the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

## Insurance

Devices owned by a student or a student's family are not covered by the DOE's Treasury Managed Funds. When students purchase their device, they may also purchase an optional insurance policy from a relevant insurance company. As portable devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim. As a guide, a suitable insurance policy should cover all types of devices and provide worldwide replacement cost coverage against: Accidental damage, damage from falls and liquids, theft, fire, vandalism and natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surges due to lightning).

## Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

## Consequences for inappropriate use

Students who use their devices inappropriately will be subject to the same disciplinary measures that students receive when they fail to abide by the school's code of conduct.

Confiscation of the device for collection from the front office at the end of the school day.

- Confiscation of the device until such time as a parent or caregiver is able to attend school to collect the device or pending an interview between the student, parent or caregiver and the Deputy Principal or Principal.
- Loss of internet and network privileges for a period of time.
- In cases of bullying, harassment or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police will be involved.
- In cases of refusal to hand over the phone, school-based discipline will be followed.
- Recording of inappropriate activities will be dealt with as a serious breach of the school's behaviour systems.

For further reference please refer to the school behaviour management plan and wellbeing and discipline procedures.

## Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your



parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.

- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

## Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

## Specifications required for BYOD

**The wireless network in the school operates on the 802.11n 5Ghz standard. Devices that do not meet this standard will not connect to the network. Please see the attached recommended specification for student BYOD laptops.**

The laptop should be a Windows laptop and **not** a Chrome OS / Chromebook laptop. See specifications sheet when purchasing.

DOE has negotiated with Microsoft, Adobe and other providers to supply students with software free of charge for BYOD devices including: Office 365, Adobe Creative Suite and others.

## Recommended Specifications for laptops at LHCS Years 3-12

|                                      |   |
|--------------------------------------|---|
| <b>Form</b>                          | Windows Laptop with a camera (touchscreen is desirable)<br>Note: Consider purchasing a light and portable device.<br>Also consider the needs and interests of your child. If they are interested in IST a laptop that has enough memory and processor speed (CPU minimum i5) may be required to support the programs.   |
| <b>Operating System</b>              | Microsoft Windows 10 or newer   |
| <b>Wireless Compatibility (WiFi)</b> | <b>802.11n 5Ghz</b><br>This may be advertised as “dual band” wireless or 802.11abgn.<br>The DOE’s wireless network installed in high schools only operates on the <b>802.11n 5Ghz standard</b> . Devices that do not meet this standard <u>may not</u> be able to connect to the DOE’s wireless network. In some cases a dongle may be purchased to allow the device to connect. This cannot be guaranteed though.  |
| <b>Storage capacity</b>              | Minimum of 256GB  |
| <b>RAM</b>                           | Minimum of 8GB  |
| <b>Battery Life</b>                  | Minimum of 6 hours  |
| <b>Accessories</b>                   | Protective case/cover with padding preferably   |
| <b>Software</b>                      | DOE has negotiated with Microsoft, Adobe and other providers to supply students with software <u>free of charge for BYOD devices</u> including: Office 365, Adobe Creative Suite and others.<br><br>The above software requires students to sign in with their DOE username and password. The software will need to be downloaded or installed.<br><br>Microsoft Office 365: <a href="https://www.office.com/?auth=2">https://www.office.com/?auth=2</a><br><br>Adobe Creative Suite – DOE now has single sign in for Adobe: <a href="https://www.adobe.com/au/creativecloud.html#">https://www.adobe.com/au/creativecloud.html#</a><br><br>Adobe link explained<br><a href="http://sites.google.com/education.nsw.gov.au/adobe-students">http://sites.google.com/education.nsw.gov.au/adobe-students</a> |

## Recommended Specifications for Stage 2 & 3 iPads at LHCS (Primary School Only)

|                                      |   |
|--------------------------------------|---|
| <b>Model</b>                         | iPad 5th Generation and above<br>iPad air 2+<br>iPad mini 3+<br>iPad Pro 1st Gen+   |
| <b>Operating System</b>              | IOS 12 or above   |
| <b>Wireless Compatibility (WiFi)</b> | iPad has built in WiFi<br>If the iPad is 4G capable- it is not to be used on the school grounds (must be disabled)                      |
| <b>Education Software / Apps</b>     | App list will be provided separately  |
| <b>Additional Recommendations</b>    | Casing that is tough and sturdy carry case or skin to protect the device<br>Screen protection<br>Theft Recovery<br>Keyboard is optional |

# Years 3-6 School User Agreement

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## Student ICT Policy and Responsible Use or Bring Your Own Device – iPad / Laptop Annual Agreement and Parent Acknowledgement

The Lucas Heights Community School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Lucas Heights Community School does so with the expectation that students will make good decisions with regard to their personal use of technology.

Students who wish to take advantage of the BYOD program must read and discuss this agreement in the company of their parent/ carer. **This agreement is to be signed and returned to the school.**

I understand that the use of Information & Communication Technology (ICT) is embedded in my daily learning practices. ICT usage requires responsible behaviours. Access to ICT will be withdrawn if I use it in an unacceptable way.

### ICT Acceptable Use

- I will always use ICT as permitted by my teacher and the Department of Education's Policy
- I will follow teachers' instructions and access information as directed for research, assignments and assessments
- I will be polite and courteous when emailing
- I will acknowledge the work of others and not claim it as my own
- I will respect the privacy of others including other students and staff members
- I will tell my teacher if I suspect I have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me feel uncomfortable.
- I will handle all ICT equipment with care

### Google programs: (classroom, docs, slides, sheets)

- I will use these programs for school work
- When sharing my docs, slides, sheets with others I will use them responsibly and be respectful to my peers
- I will ensure I put school related information in these documents
- I will use these programs appropriately
- I will ensure I do not post pictures with my full face in them

### BYOD – iPad

- I will be a responsible digital citizen
- I will acknowledge that the school cannot be held responsible for any damage to or theft of my device
- I will use my device during school activities at the direction of the teacher
- I will remove the SIM from my 3G/4G enabled iPad
- I will turn off any forms of communication that run through WiFi including FaceTime, iMessage and Airdrop
- I will be responsible for storing the device in a safe place either in my bag or designated by teacher
- I will ensure my device name is my own and is identifiable to me

### BYOD – Laptop

- I will be a responsible digital citizen
- I will acknowledge that the school cannot be held responsible for any damage to or theft of my device
- I will use my device during school activities at the direction of the teacher
- I will turn off any forms of communication that run through WiFi including FaceTime, iMessage and Airdrop
- I will be responsible for storing the device in a safe place either in my bag or designated by teacher
- I will ensure my device name is my own and is identifiable to me

## Unacceptable Use

- I will not use the internet to access offensive or inappropriate information
- I will not interfere with emails or files belonging to others
- I will not send or receive a message which has a false name or has used another person's name without permission
- I will not share images without my teachers permission
- I will not use online communication to bully, frighten or upset a person
- I will not access or download videos, games or music from school internet
- I will not cause willful damage to ICT equipment of my own or other students and staff
- I will not use my device in the playground before school or during break times
- I will not hack or bypass any hardware and software security implemented by the Department or my school

## Consequences

- The first instance of unacceptable use will result in the student having their device confiscated and handed to their classroom teacher to hold onto unless they are using ICT in class
- In the second instance students will receive a white slip for unacceptable behaviour and this will be communicated to their parents
- Further instances will involve a meeting with parent, classroom teacher and/or Senior Executive to discuss strategies to improve students' use of ICT and be placed on a monitoring system for ICT use.



**Lucas Heights Community School**

**BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT YEARS 3-6**

**To be signed and returned**

As a student at Lucas Heights Community School, I understand and will abide by the above conditions.

I have read the acceptable use, unacceptable use and consequences outlined above.

I further understand that any violation of the above may result in the loss of my network and / or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above conditions.

I have read and discussed this with my child and they understand the responsibilities they have with the use of their personal device at school, and travelling to and from school.

I give permission for my child (name) .....  
of class ..... to bring the following device to school each day:

(Brand) ..... (Model Name) .....

(Device Serial Number) .....

I agree to follow the Responsible Use Agreement.

Student Name ..... Class .....

Student Signature ..... Date .....

As the Parent / Guardian of the above student, I have discussed with my child and agree with the above.

Parent/Guardian Name: .....

Parent/ Guardian Signature ..... Date .....



## Uniform Policy and Description

Lucas Heights Community School is committed to providing a safe and supportive learning environment that supports the school's core values, social diversity and is free from violence, discrimination, harassment and vilification. Research shows that a supportive school environment has a lasting impact on both the educational and lifelong outcomes of students.

Most people express the gender that corresponds to their biological sex. There are some people whose gender identity or expression does not correspond to those traditionally associated with their assigned sex at birth. This is known as being transgender and can occur, develop and change at any age. Our school's uniform policy takes into account the diverse nature of the general population and does not disadvantage any student.

Consequently, the Lucas Heights Community School uniform policy now no longer has biological gendered uniform requirements. Instead, uniform requirements are divided into options for K-6 and 7-12. Students are to choose a uniform from the items and options provided. That is to say, students match item options to suit their gender preference.

### **The LHCS uniform policy is as follows:**

At all times, a student's uniform is expected to reflect the values of the school, be neat and tidy and comply with relevant WHS requirements (including hair, shoes, jewellery and aprons). A detailed description of uniform requirements is on the following pages.

#### **Hats**

Hats must be bucket or cap style with the LHCS logo and must be worn by all K-6 students whilst outdoors.

#### **Hair**

Headbands or scrunchies should be plain navy blue, red or white or junior school tunic fabric.

## School Uniform Description – Years K-6

### Purchasing the LHCS uniform

Our uniform supplier is *Claudine Schoolwear at Caringbah or Revesby*. Uniforms can be purchased online or in store. Visit the Claudine website for more information on how to order.

Phone: 02 9526 2525 / 02 9773 8291

Website: [claudineschoolwear.com.au](http://claudineschoolwear.com.au)

Address: 23 President Ave, Caringbah NSW 2229

or

6/133 The River Road, Revesby NSW 2212

### K to 6 School Uniform Items

#### All Seasons Uniform

- Shirt: Blue shirt with school crest  
 Singlets or T shirts may and sometimes should be worn under shirts or blouses in colder weather. These must be plain white with no writing or motif visible through shirts.
- Skirt: Navy blue
- Shorts: Grey
- Pants: Grey
- Tights: Black (Opagues). Black socks only may be worn under tights in colder weather
- Belt: Plain black leather or vinyl with plain silver buckle
- Socks: White with navy blue and red stripes. (Every day and sports day)

#### Sports Uniform

- Polo top: Navy blue and sky blue sports polo with school crest
- Shorts: Navy red microfibre with LHCS logo
- Tracksuit: Navy blue with sky blue and red piping. Microfibre fabric. School crest on jacket and LHCS logo on pants
- Shoes: Suitable cross trainers or sports specific style
- Socks: White with navy blue and red stripes. (Every day and sports day)

**\*Representation jerseys can only be worn on Friday for sports day.**

### K to 6 School Uniform Additional Items

- Pullover: Navy blue wool with school crest
- Sloppy Joe: Navy blue V neck with school crest
- Jacket: Navy blue with sky blue and red piping and school crest. Microfibre fabric. This jacket is the same as the track suit top and may be worn on any day. The full track suit however is to be worn on sports day only.
- Shoes: All over black, full leather uppers to cover the entire foot. Lace-up preferred. Hook and loop (Velcro) or buckle fasteners are acceptable. See accompanying footwear description.
- Hat: Navy blue, bucket style or cap both with LHCS logo. Red bucket for Kindergarten.
- Scarf: Navy blue, plain fine wool or synthetic.
- Gloves: Navy blue, fine knit wool or synthetic (not sold in the uniform shop).



SUMMER - BOYS



SUMMER DRESS - GIRLS



SUMMER SPORTS - UNISEX



SUMMER CUIOTTES - GIRLS



WINTER - BOYS



WINTER TUNIC - GIRLS



WINTER SPORTS - UNISEX

## A detailed description of school footwear

### The following styles of shoes are **ACCEPTABLE Footwear**

The school expects students to follow Department of Education and Training Policy and the WH&S Act 2000 by wearing enclosed leather, lace-up, buckle or Velcro fastened shoes. They must cover the whole top of the foot and have a low heel.



**Please Note:** Shoes must be of a firm leather upper type to satisfy reasonable safety requirements. Failure to wear acceptable shoes may result in exclusion from a practical work area and or exclusion from some activities.

### The following styles of shoes are **NOT ACCEPTABLE Footwear**

Students must not wear skate shoes, black soft ballet style shoes, open top Mary-Jane/dolly shoes, canvas or similar fabric type shoes. If you are not sure what footwear is acceptable then please consult the school before buying new shoes. A salesperson at a shoe shop will not necessarily give you the correct advice in terms of approved school styles. Please check with the school.



### The following styles of shoes are **ACCEPTABLE Sport Day Footwear**



## SECTION 3: COMMUNICATION

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### School to home

Communication between school and home occurs in a variety of ways:

#### School website

The school website is an excellent source of current information about the school. It provides general information as well as places to seek more specific information.

#### School email

School staff can be contacted via the school email address: **lucasheigh-c.school@det.nsw.edu.au**. We recommend that if sending to a particular staff member, to attention the subject heading to them.

#### Specific Notes

These notes are to the group of students who are involved in a specific activity, such as an excursion, sport, a school performance etc. These notes are usually accompanied by a payment/permission section. These must be completed in full and returned to the school by the due date. These will be sent via School Bytes.

#### Individual Notes

These notes are addressed to parents discussing their child's progress and their behaviour, often requesting parent/teacher interview.

#### Information nights

These occur at a variety of times during the year depending on the year of the student.

#### School reports

In June and December each year parents receive written reports on the progress of their child. There are opportunities to speak to staff about a student's progress at the parent/teacher nights, details of which are communicated via a note home. Parents need to organise an interview time.

#### Facebook

Lucas Heights Community School has a Facebook page that we regularly post images/information regarding events and happenings at our School. Our page name is: *Lucas Heights Community School*.



## Home to school

It is essential that parents make contact with the school when a problem exists. Remember, in the first instance it is best to make contact with the office who will refer the matter to the relevant staff member.

There are a number of ways that communication can be established between home and school. Please make use of any or all of these:

- Telephone call – phone no. 9543 8317
- Letter
- Make an appointment for a parent/teacher interview through the office
- School learning profiles
- Special information nights
- Involvement in school advisory committees
- Special functions
- Special appointments
- Facebook

## Parents & Citizens Association (P&C)

The objectives of the P&C are to:

- promote the interests of the school by bringing parents, citizens, students and school staff into close co-operation; and,
- assist in providing facilities & equipment for the school and in promoting the recreation and welfare of students at the school.

The P&C of L.H.C.S. is an active and involved team of parents. They could not be effective without the support of parents and other members of the school community.

Parents are encouraged to become a member of the L.H.C.S. P&C Association. Meetings are held on the first Wednesday of each month in the school Common Room.

The Annual General Meeting of the Association is held in March of each year. At this meeting the Executive for the Association is elected. Convenors for sub-committees are elected at this time and form part of the Executive Committee.

## Anti-bullying strategies

Lucas Heights Community School is an inclusive environment where diversity is acknowledged and individual differences are respected. ALL members of the community have a shared responsibility to ensure that strategies are in place to minimise the occurrence of bullying and to deal effectively with bullying when it occurs.

Lucas Heights is a community school and, as such, has developed a culture where cooperation and acceptance is fostered and harassment is not tolerated. Teachers are informed of the importance of child protection and will act accordingly to ensure that a child's safety, physically and mentally, dictates their actions.

### BULLYING DEFINITION

*“Intentional repeated behaviour by an individual or group of individuals that causes hurt, distress or undue pressure of another.”*

Bullying involves the abuse of power in relationships. It can involve all forms of harassment including:

- Sex
- Race
- Disability
- Homosexuality
- Transgender

Bullying may take many forms including:

- **Physical** – hitting, kicking, spitting
- **Verbal** – name calling, teasing, insulting comments
- **Racist** – name calling and insulting comments – racial or religious vilification
- **Sexist** – name calling and insulting comments deriding gender
- **Psychological** – being threatened, stalked, offensive gestures
- **Cyber** – misuse of any technologies, especially social media platforms, to abuse, stalk, intimidate and threaten others. Cyber bullying can include the sending and exchanging of inappropriate and sexual images
- **Social exclusion** – ignoring, the spreading of malicious or abusive rumours
- **Sexual** – unwanted touching, abusive comments about sexual orientation, use of explicit and inappropriate sexual language

At Lucas Heights Community School we recognise that bullying can:

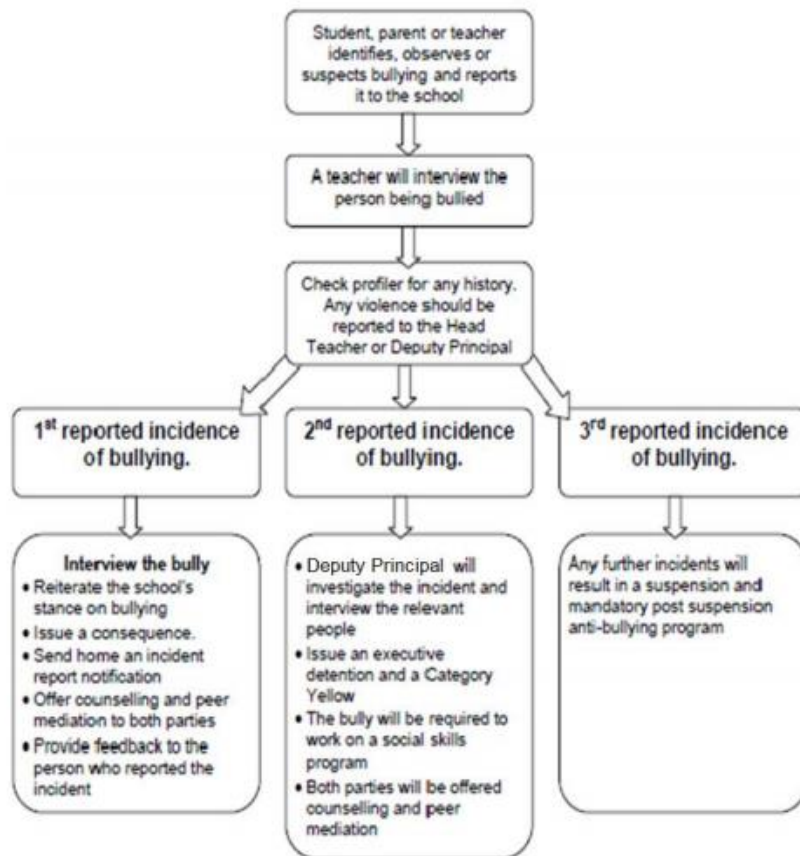
- Devalue, isolate and frighten;
- Affect an individual's ability to achieve;
- Cause long-term effects on those engaging in bullying behaviour, those who are the targets of bullying behaviour, and those who are onlookers or bystanders

### **Anti-Bullying Strategies**

It is important to note that our school believes that reducing bullying occurs when there is a partnership between students, staff and parents. Acting together is a powerful way of reducing anti-social behaviour and contributing to a safe and secure school and home environment.

Lucas Heights Community School is aware that a child's tendency to bully stems from a variety of factors. We are committed to the welfare of each child but we are also focused on making students accountable for their actions. Thus, we combine a welfare and disciplinary approach to ensure a balanced approach to treating and reducing bullying.

1. Inform students, through class and whole-school discourse, the definition of bullying and the responsibilities students have in contributing to a whole-school harmonious environment;
2. Teach and model the core values of respect, tolerance and inclusivity in all aspects of schooling be it in the classroom, on the sports field or on excursions;
3. Recognition of positive achievement through the school website and our official Facebook page;
4. Develop program-specific activities across year groups to develop further awareness of bullying and strategies to reduce its impact and occurrence; in addition, ensuring that students are constantly practicing the school values in a variety of settings;
5. Encourage active participation in recognising events such as Harmony Day, NAIDOC week and White Ribbon which reinforces the need for tolerance and respect across cultures;
6. Encourage students to actively report bullying, either as witnesses or victims, so that immediate action can be taken;



7. Maintain open communication with the parents of all the parties concerned so as to reinforce expectations of positive behavior;
8. Organise conflict resolution opportunities between parties involved in order to develop an understanding of the reactions and actions of each student and develop a plan of resolution;
9. Providing peer support and peer mediation programs which assist younger students in developing strategies to reduce bullying and allow older students to reinforce their responsibilities as they act as mentors to others; students also develop links with other students which can act as a supportive network in times of potential distress;
10. Provide visual encouragement through motivational posters and signs that reflect a 'zero tolerance' of bullying;
11. Invite the police liaison officer to the school to discuss legal and social ramifications of bullying;
12. Arrange cyber-safety workshops and talks from guest speakers to ensure students are aware of their digital footprints; strategies are offered to assist students in protecting themselves from online predators or cyber-bullying;
13. Encourage parents of cyber-bullying to take the matter to the police as cyber-bullying is considered a crime;
14. Inform students of how they can protect their passwords so as to maintain control of their privacy;

15. Organise leadership days and training to encourage students to develop harmonious relationships with others and to act as a 'leader' if they witness bullying;
16. Develop a strong SRC team that can act to voice their concerns re bullying to staff and work with the school on developing strategies to combat bullying;
17. Reward students, through the merit system, who are seen to be actively reducing forums which contribute to bullying;
18. Encourage and support students to undertake volunteering activities so as to improve their values-based learning;
19. Involve staff, students and parents in revising procedures across the school for documenting bullying.
  - Students who are being bullied are encouraged to:
    - Report the incident/s to a teacher or to their year adviser. Immediate reporting can reduce the tendency for bullying to reoccur;
    - Not accept bullying as a part of 'growing up';
    - Tell a 'friend/s' who may act to support them if the incident is repeated;
    - Keep parents informed because, if a child feels uncomfortable about discussing it with the teacher, a parent can act as an intermediary;
    - Work with the year adviser, teacher or counsellor to develop strategies to counteract bullying behaviour;

**Teachers/Year Advisers who hear or are told about bullying should:**

- Ensure that the student reporting the incident is not overly distressed and feels comfortable in returning to the class or playground;
- Ask the student reporting to write a report on the incident/s (which may help to relieve their anxiety); this report serves as important documentation that the teacher needs to proceed further with the incident;
- Offer the student counselling if they appear distressed;
- Discuss the matter with the 'bully' and explain the ways in which the 'targeted' student feels;
- Reinforce school values and the reasons for them when interviewing the 'bully'
- Ask the 'bully' to explain why their actions are unacceptable, referring to the school values;
- Offer the 'bully' counselling which may help them to deliberate over their anti-social actions and to learn about strategies that may help them access power in more positive ways;
- Inform the student (if applicable) about the potential special needs of the 'victim' and the reasons for their behaviour; students with autism or other 'disabilities' may



often invite attention from certain students who fail to understand their particular needs so communication and education is essential;

- Offer students involved the opportunity to resolve differences through 'conflict resolution' discussions;
- Consult with the parents of both children in order to inform parents and follow up on any home situations which may be exacerbating the behavior;
- Inform staff who teach the students so that they can proactively monitor the situation in the class or playground;
- Maintain open communication with both students so as to let them know that you are actively monitoring the student over the long term.

In cases where a student is found to be repeatedly harassing a student, staff will apply disciplinary measures as indicated in the levels system section. Any severe cases of bullying may have consequences such as suspension or expulsion; these consequences are subject to the decision of the principal who will decide after reviewing all the facts of the case.

## Fighting and/or assault

Violent behaviour is unacceptable and will not be tolerated. Students who encourage violence will also be subject to disciplinary measures. The principal will suspend a student who is physically violent, threatens or assaults others. Students have the right to expect that the school environment is a safe and secure environment.

Students who are assaulted/feel threatened should inform the teacher on duty immediately rather than respond in kind to the assault.

Students who are aware that a fight may occur between students should understand that they have a responsibility to report the potential fight to a member of staff. Their actions could prevent potential serious injury to other students. We expect that ALL students will act in the interests of the community.

## Anti-Discrimination

At Lucas Heights Community School, we advocate cultural inclusivity in class, peer groups and in whole school approaches. We make it clear to students that we do not support incidents of 'racial abuse, harassment and discrimination'.

Racist attitudes and beliefs are misconceptions about people based on perceived racial lines and are often founded on the fear of difference, including differences in customs, values, religion, physical appearance and ways of living and viewing the world. The school rejects all forms of racism. It is committed to the elimination of racial discrimination in our school – including direct and indirect racism, racial vilification and harassment – in all aspects of the learning and working environment. No student, employee, parent, caregiver or community member should experience racism within the learning or working environment.

### Responsibilities and Delegation

The Principal has the responsibility to:

- Examine school practices and procedures to ensure they are consistent with the Department's Anti-Racism policy, nominating an Anti-Racism Contact Officer (ARCO) and ensuring they are trained and include anti-racism education strategies in the school plan.

School staff have a responsibility to:

- Have knowledge of school and departmental policies relating to Anti-Racism;
- Promote acceptance of and respect for Australia's cultural, linguistic and religious diversity;
- Challenge prejudiced attitudes;
- Monitor their own behaviour to ensure that it does not result in anyone experiencing racism;
- Supporting students to develop an understanding of racism and discrimination and the impact on individuals and the broader community;
- Ensure that sanctions are applied against racist and discriminatory behaviours in line with school processes.

Students have a responsibility to:

- Behave appropriately, respecting individual differences and diversity;
- Follow the school Anti-Racism policy;
- Behave as responsible individuals;
- Report incidents of racism in accordance with the school's Anti-Racism policy.

All members of the school community have the responsibility to:

- Model and promote positive relationships that respect and accept individual differences and diversity within the school community;
- Support the school's Anti-Racism Policy through words and actions;
- Work collaboratively with the school to resolve incidents of racism when they occur.

### Monitoring

- The school will report on the progress of anti-racism education strategies, identified in the school plan, through the Annual School Report;
- The school is required to maintain records of complaints concerning racism and their resolution in accordance with the Complaints Handling Policy Guidelines;
- The Anti-Racism Contact Officer and the school welfare team will monitor and review this policy annually.

### Implementation Guidelines

A student, parent, staff member, or any member of the school or the community can make a complaint about racism. Complaints about racism are dealt with using the Department's Complaints Handling Policy Guidelines. Data relating to complaints of racism, and the methods used to resolve them, are maintained in line with these guidelines. Complaints of racism can be made to any staff member, but are best facilitated by the Anti-Racism Contact Officer (ARCO) who has been appropriately trained.

The ARCO, in consultation with the Welfare team, assists the school in delivering proactive educational opportunities to help develop an understanding and acceptance of Australia's cultural diversity. These can occur through the scheduled student welfare activities that are planned and mapped out by the Wellbeing team as part of their Welfare Plans for respective year groups.

### Receiving a Complaint

- Complaints of racism should be referred to the ARCO or the Principal as soon as is practicable and documented on Sentral. If the complaint has been referred to the Principal or other executive member of staff, it is important that they inform the ARCO who assists in maintaining records of complaints of racism. Students who make a complaint can do so to any staff member or the ARCO who will then follow the procedures outlined below.
- If the matter has been initially referred to the ARCO, they will speak with the complainant and assess if it is appropriate to seek informal resolution, consistent with the Complaints Handling Policy Guidelines. An informal resolution may be sought depending on the seriousness of the complaint and whether or not the complainant is fearful of, or intimidated by the respondent.
- If an informal resolution is not appropriate or possible, the ARCO may assist the complainant to put the complaint in writing if necessary and inform the complainant

of the relevant procedure and their rights. The ARCO will then refer the matter to the delegate who is usually the Principal or an executive member of staff.

- It is not the role of the ARCO to lead any negotiation that seeks a formal resolution or to make decisions regarding complaints. The Principal or the Principal's nominee (the delegate) may wish to seek the assistance of the ARCO in seeking resolution.

### **The Delegate's Role**

- The delegate is usually the Principal or an executive member of staff nominated by the Principal to approve or conduct formal action such as negotiation or investigation.
- The delegate leads the negotiation or investigation, if required. The delegate follows the steps described in the appropriate procedure from the Complaints Handling Policy Guidelines.

If a negotiated settlement is not possible, it is the delegate who makes a final decision and informs the complainant and respondent.

### **The Student Representative Council**

All students from Year 3 to 6 elect a new Student Council for the next year. This group of hardworking students will represent their fellow students and become involved in school decision making for a twelve-month period. The Council meets weekly to discuss your ideas and concerns and to plan activities which will benefit all students at Lucas Heights Community School.

The SRC Constitution for Lucas Heights Community School is based on the following goals:

- Represent student feelings, interests and opinions as part of the decision-making process of the school.
- Promote school spirit and good relations between students, staff, other schools, and the community.
- Encourage participation in all aspects of school life.
- Co-ordinate fund-raising for school and community projects.
- Assist, as needed, on school assemblies and other school functions.

## Merit System

### **Purpose of the Merit System:**

The LHCS merit system has been designed in consultation with students, parents and staff K-12. It seeks to reward and recognise both achievement and significant improvement in the school context.

### **Recognition of Student Achievement**

LHCS encourages students to be proud of their own individual achievements and understands the importance of celebrating the achievements of others.

- A tiered award system of Bronze, Silver, Gold and Diamond merits,
- Awards are registered on our school internal system and are automatically generated when the reach students reach the next level in the tiered system,
- Student achievement is formally recognised at school assemblies and presentation ceremonies,
- Student work is displayed across the school – foyer, library, and classrooms,
- The school is regularly recognised for participation in performance initiatives such as School Bands, dance ensembles and choir,
- Competition in representative sport, zone and regional teams and grade sport (PSSA),
- Achievement of students is also recognised in state academic competitions in mathematics and science.



# Lucas Heights Community School K-12 Merit System



2 Bronze Awards  
= 1 Silver Award



2 Silver Awards  
= 1 Gold Award



3 Gold Awards  
= 1 Diamond Award



10 Merit Cards = 1 Bronze Award





## SECTION 6: QUICK REFERENCE

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### What to do if...

#### Travel:

**Bus Passes:** <https://transportnsw.info/school-travel-apply>

**Conduct:** If you misbehave on the bus, you may have your bus pass confiscated by the bus company and/or be put off the bus.

#### Attendance:

**Late Arrival:** report to the office for a late pass before going to class.

**Absent:** give your teacher the completed absentee proforma from your parents the day you return to school. If you are going to be absent for more than three days, your parents are required to contact the school. The absentee proformas are available from the office.

**Leaving Early:** bring a note from your parents to the office. This letter should show the date it was written, your name, your roll call class, the time and date when you wish to leave, the reason for the request and one of your parent's signatures. If permission is granted, you must show your leave note to your classroom teacher or the teacher you have at the time you leave, then report to the office to collect your leave pass.

#### Sick Bay:

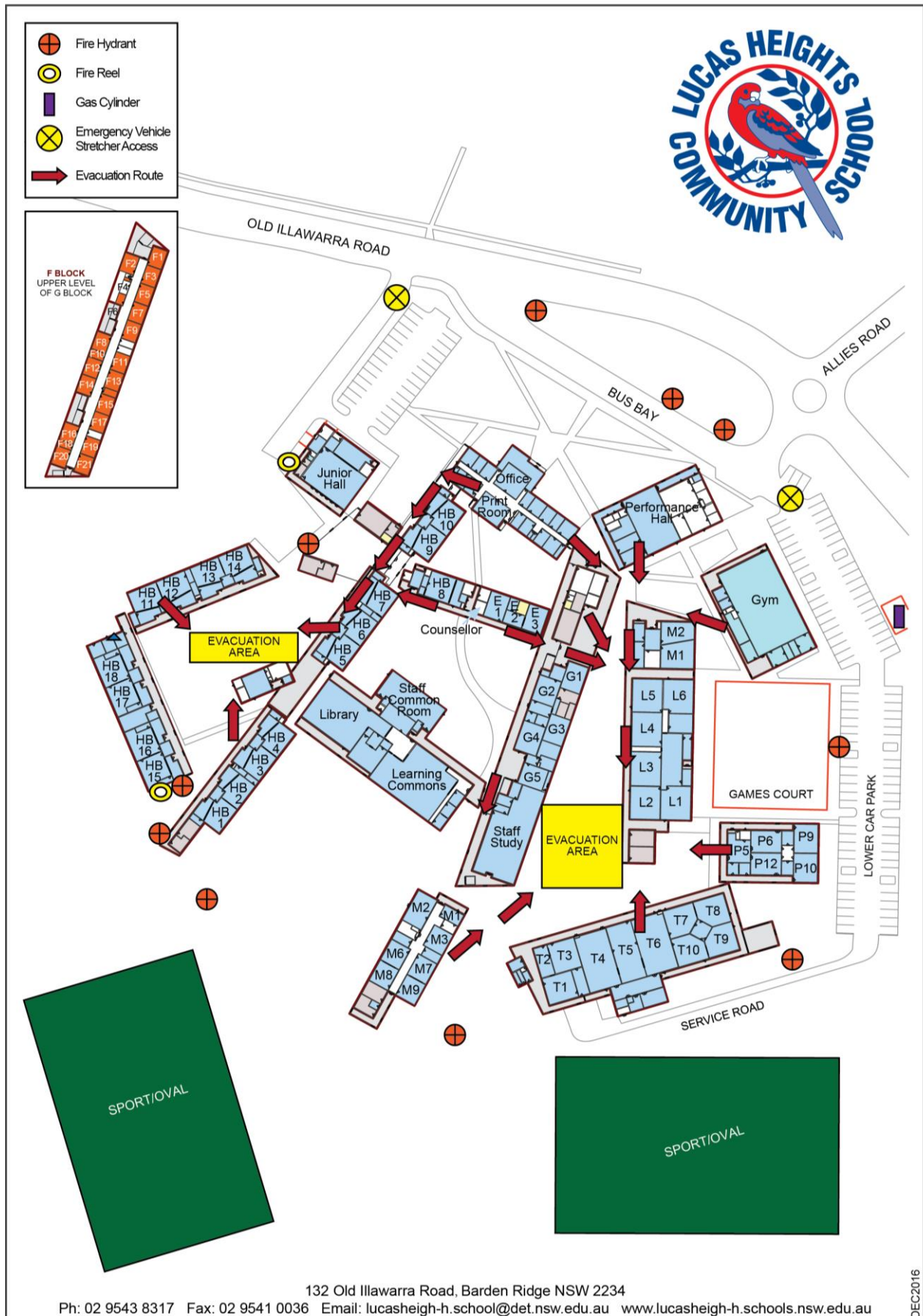
If you feel ill during the day, ask your teacher for a pass to go to the clinic, which is located in the administration block. Take the clinic pass to the administration office. In the case of an accident, report to the nearest teacher immediately.

#### Uniform/Equipment:

**Lost property:** Located between the office and HB 10.

**Out of uniform:** report to the Deputy Principal K-6 before you begin school for a uniform pass.

# Map of Lucas Heights Community School



DEC2016