

A dynamic and caring learning community

# **Lennox Head Public School Information Prospectus**

25 Byron Street Lennox Head NSW 2478

Email: [lennoxhead-p.school@det.nsw.gov.au](mailto:lennoxhead-p.school@det.nsw.gov.au)

Website: [www.lennoxhead-p.schools.nsw.gov.au](http://www.lennoxhead-p.schools.nsw.gov.au)

Phone: 02 6687 7230





## OUR SCHOOL

**Lennox Head Public School** is a **dynamic and caring learning environment** with a current enrolment of around 420 students. Commencing in 1882 with 54 students, the school community appreciates the attractive setting in its seaside location and aims to educate its students by realising their potential, encouraging achievement and motivating them to learn.

**Strengths** include a strong school spirit, a well-developed sense of community, successful teaching and learning programs, emphasising literacy and numeracy and the many opportunities that are provided for all students, especially in the areas of performing arts, music, sport, technology and environmental education. The teachers at Lennox Head Public School are experienced, committed professionals.

Lennox Head Public School **values** positive relationships among students, teachers, parents and the community which are focused on collaboration and school improvement. A culture of high expectations exists at the school. The school provides an environment where all students value each other's right to learn and demonstrate positive citizenship.

**Parents** describe the school as family oriented with dedicated staff who provide a caring and nurturing environment. Teamwork is fundamental to effective practice. The school enjoys a very high level of parental support and involvement.

### School Plan 2025-2028

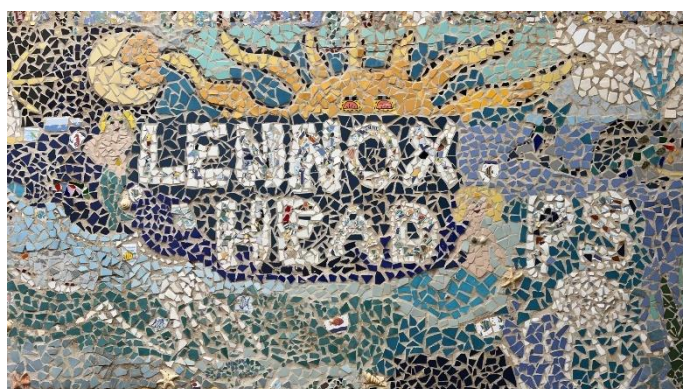
The School excellence policy provides direction for all NSW public schools on school planning, reporting and evaluation. All NSW public schools follow the school excellence cycle which is underpinned by the School Excellence Framework (SEF). The approach to school improvement is student-centric and built on:

- an evidence-informed School Excellence Plan (SEP) for every school
- a clear focus on student wellbeing, growth and attainment
- strong assessment and evaluative practices
- progress monitoring, through regular collection and analysis of evidence, to inform next steps
- meaningful community engagement.

The current school plan can be found on the school website; <http://lennoxhead-p.schools.nsw.gov.au> Go to 'About our School' tab then 'School Planning and reporting'.

### Strategic Directions

1. **Student Growth and attainment** Purpose - All teachers use effective practices to further improve student literacy and numeracy outcomes through curriculum.
2. **Wellbeing, Engagement and Equity** Purpose - Our students will be respected, valued, encouraged, supported and empowered to success.



## Message from the Principal

Welcome to Lennox Head Public School – a great school in the tradition of **public education**.

North Creek/Lennox Head Public School has played an important role in the lives of so many people since 1882. As the eighteenth teacher in charge (Principal) of the school it is a privilege to work with dedicated, committed staff and enthusiastic, involved parents in a very supportive community

The emphasis in the school is on fostering quality participation and quality outcomes for our students in a safe, caring environment. I look forward to working with you to provide the best possible educational opportunities for all the children at our school.

*Deb Langfield*  
Principal

## Welcome from the P&C Association President

The P&C Association would like to welcome new parents and students to Lennox Head Public School. We aim to promote the interests of the school by bringing parents, citizens, students and staff into close cooperation and assisting in providing equipment required by the school. The P&C Association has a friendly atmosphere and is open to suggestions, inquiries, and new ideas. I look forward to meeting you and your family.

*Aisling Roberts*  
P&C President

## Staff Directory

<b>Principal</b>	<i>Deborah Langfield</i>	<b>Classroom Teachers</b>	<b>Classroom Teachers</b>
<b>Assistant Principals</b>		<i>Hayden Blair</i>	<i>Ashley Ikin</i>
<i>Early Stage 1</i>	<i>Angela Dyer</i>	<i>Jenny Blair</i>	<i>Brad O'Rafferty</i>
<i>Stage 1</i>	<i>Tahlia Clarke</i>	<i>Sharon Buckley</i>	<i>Jacqui Pick</i>
<i>Stage 2 (relieving)</i>	<i>Jordanna Coughlin</i>	<i>Miranda Bunce</i>	<i>Cathy Price</i>
<i>Stage 3</i>	<i>Shannon Gisen</i>	<i>Sarah Coghill</i>	<i>Jess Reid</i>
<i>Learning Support</i>	<i>Ryan O'Connor</i>	<i>Bonnie Copeland</i>	<i>Jen Roberts</i>
		<i>Jordanna Coughlin</i>	<i>Simone Smith</i>
<b>School Counsellor</b>	<i>Violet Innes</i>	<i>Claire Crawford</i>	<i>Kate Wood</i>
<b>Administration</b>		<i>Janelle Cupitt</i>	<i>Justine Thomas</i>
<i>Manager</i>	<i>Carol Erskine</i>	<i>Angela Dyer</i>	<i>Maegen Toms</i>
<i>Officer</i>	<i>Rebecca Cioffi</i>	<i>Shannon Gisen</i>	<i>Hannah Williams</i>
<i>Officer</i>	<i>Taya Cioffi</i>	<i>Lucy Grant</i>	<i>Monique Zerk</i>
<i>Officer</i>	<i>Keanii Hunt</i>	<b>Science</b>	<i>Lee Robb</i>
<i>Computer IT</i>	<i>Rohan Comber</i>	<b>Assistant Principal Curriculum /Instruction</b>	<i>Tahlia Clarke</i>
<b>General Assistants</b>	<i>Greg McDonogh</i> <i>John Thompson</i>		
<b>Learning and Support</b>		<b>Early Stage One</b> - Kindergarten <b>Stage One</b> - Years 1 and 2 <b>Stage Two</b> - Years 3 and 4 <b>Stage Three</b> - Years 5 and 6	
<b>Learning and Support Teachers</b>	<i>Margot Baker</i> <i>Lauren Richardson</i> <i>Kylie Martin</i> <i>Sarah Coghill</i>		
<b>Learning and Support Officers</b>	<i>Maria Gluyas</i> <i>Donna Sheather</i> <i>Kylie Gibson</i> <i>Krishna Somerville</i> <i>Joy Hosking</i>		

## School Uniform

As the school community supports the wearing of school uniform it is **expected** that all students will comply with this requirement. Please label all uniform items, especially hats.

**School uniforms are available to purchase from School Locker in Ballina.**

(<https://theschoollocker.com.au/schools>)



**Girls dress:** Usually only worn by Kinder. Princess line tunic, green & white, shirt collar, short sleeve

**Unisex shorts:** Bottle green long legged loose shorts.

**Unisex top:** Blue and green polo shirt printed with school logo, short sleeve

**Girls skorts:** Bottle green, shorts that look like a skirt

**Unisex tracksuit, zipped jacket and jumper:** Bottle green with school logo

**Unisex hat:** Sun safe hat with school logo

**Please note:** Children need to wear an appropriate hat that is a wide-brimmed bottle green hat or bucket hat. Children who do not wear an approved hat will be asked to play in a sun-protected area undercover to support the Department's Sun safety policy. Sometimes hats go missing and it is difficult for the hat to be returned to their owner when it isn't clearly labelled. Please ensure uniform items are labelled.

## Footwear

**Shoes** – Black closed-in shoes, any material and style. It is recommended to purchase a runner-style shoe as physical activities occur most days. No sandals or thongs are permitted.

**Socks** – Plain white, grey, or bottle green socks may be worn, ankle or mid-calf length. We request no branding on socks.

## Lost Property

Lost property items can be found in the canteen area. Name tags make identification of equipment/clothing easier. **Please label all items** including lunch boxes and drink bottles.

## Clothing Pool

A limited **clothing pool** is available from the canteen to purchase second hand uniforms. Hats (without the school logo) are available from the canteen.



# **Our Vision: Building Stairways to the Future**

## **Our three Key Values are:**

**Respect, Responsibility and Integrity**

### **At LHPS we believe:**

**Strong staff morale, combined with a diversity of expertise, facilitates quality student outcomes.**

Staff:

- Have a strong commitment and belief in the value of public education
- Value the intrinsic satisfaction gained from all areas of work
- Communicate with and value the support of the community
- Work to provide a safe and happy school environment; and
- Enable students to reach their full potential

**Students value each other's right to learn and demonstrate positive citizenship.**

Students:

- Demonstrate respect for themselves, others and the environment
- Work cooperatively
- Develop positive behaviour and relationships
- Promote the rights and responsibilities of others
- Value a sense of belonging
- Display enthusiasm
- Learn to recognise and accept diversity and recognise and celebrate success

**Teaching and learning is a cyclic process incorporating diverse and innovative learning experiences to meet the learning needs of all students.**

- Emphasis on quality participation to achieve quality outcomes
- Encouragement to strive for excellence
- Encouragement of each child, instilling values and a love of lifelong learning
- Opportunities to enrich student learning through the many innovative programs; and
- Provision of a positive supportive learning culture



# Positive Behaviour for Learning

## Student Wellbeing Policy

**Rationale** Some parents and educators believe that students come to school knowing all the rules of conduct, however – some do not. Research and experience has taught us that systematically teaching behavioural expectations and rewarding students for following them is a much more positive approach than waiting for misbehaviour to occur before responding. Primary prevention also establishes a climate in which appropriate behaviour is the norm.

Based on this information, Lennox Head Public School approaches behaviour management using the Positive Behaviour for Learning (PBL).

The approach cohesively unites the adults in the school in using:

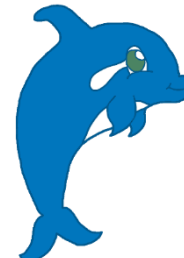
1. Common language
2. Common practices
3. Consistent application of positive and negative reinforcement

## Three Key Values

The Three Key Values of **Respect, Responsibility and Integrity** form the basis of our behaviour program. Behaviour expectation statements for different locations and activities are listed for each of the Three Key Values. These expectations are taught explicitly as part of the class teaching and learning program.

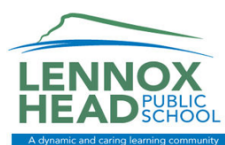
A **focus area** is taught each week:

- Lining up
- Eating areas
- Assemblies
- Toilets
- Transitions around the school
- Playground: court, cola, field, back playground
- Canteen
- Office/administration




Gawandi is our PBL mascot

Each classroom has a class PBL matrix created by their students. Here is an example:



The Values of Lennox Head Public School are  
*Respect, Responsibility and Integrity*

	In KD we share these values:	
Respect	<i>Listen to my teachers</i>	<i>Use my manners "Please and thankyou"</i>
Responsibility	<i>Look after my things</i>	<i>Do my best work</i>
Integrity	<i>Always tell the truth</i>	<i>Be in the right place at the right time</i>



Respect	Responsibility	Integrity
<ul style="list-style-type: none"> <li>Follow teacher's instructions</li> <li>Use respectful language</li> <li>Sit quietly under the COLA</li> <li>Be in the right place at the right time</li> </ul>	<ul style="list-style-type: none"> <li>Stay in bounds</li> <li>Keep hands and feet to yourself</li> <li>Walk on hard surfaces</li> <li>Use equipment for its purpose</li> <li>Be prepared with equipment</li> <li>Clean up after yourself</li> <li>Always ask permission to leave the setting</li> </ul>	<ul style="list-style-type: none"> <li>Be a 'waste warrior' - pick up rubbish and dispose of it thoughtfully</li> <li>Follow school expectations without being asked</li> <li>Report problems to the teacher</li> <li>Be honest, admit your mistakes and accept consequences for your actions</li> </ul>
		

## Supporting Students in Relation to Behaviour

NSW Government schools embed positive behaviour approaches, safe practices, and inclusive education. Schools implement inclusive and positive student behaviour support and management approaches that align with the care continuum. These approaches establish support and maintain high expectations for student behaviour, in accordance with the Behaviour Code for Students.

Our school has developed a behaviour support and management plan, which includes anti-bullying strategies. This plan prioritises continuity of learning and facilitates whole-school, prevention-focused, and positive approaches to behaviour support, addressing the needs of all students.

You can find the plan at the link below. At the end of the plan, there are three flowcharts that outline the sequential steps taken in dealing with behaviour in various contexts.

[https://lennoxhead-p.schools.nsw.gov.au/content/dam/doe/sws/schools/l/lennoxhead-p/Lennox\\_Head\\_Public\\_School\\_Behaviour\\_Support\\_and\\_Management\\_Plan.pdf](https://lennoxhead-p.schools.nsw.gov.au/content/dam/doe/sws/schools/l/lennoxhead-p/Lennox_Head_Public_School_Behaviour_Support_and_Management_Plan.pdf)

You can also find this on the school website → go to 'About our school' → then 'Rules and policies'.

**LENNOX HEAD** PUBLIC SCHOOL

WHEN SOMEONE IS BUGGING YOU...

**STOP AND THINK...**

**HAVE YOU DONE THE HIGH-5?**

**2. RESET**

CHOOSE A RESET:

- Get a drink
- Find a new space
- Be calm
- Count to 5 and take deep breaths

**3. SAY how you FEEL**

SAY HOW YOU FEEL:

- Use 'I' statements: 'I feel... when you...'
- Ask them to stop
- Speak calmly
- Use eye contact

**4. WHAT NEXT?**

WHAT'S THE NEXT STEP?

- Speak assertively: 'I feel... when you... and I will...'
- Walk away
- Find a friend or BFF
- Find a teacher

**1. THINK**

STOP and THINK:

- Is it a big problem or a little problem?
- Use positive self talk
- Did I play a part?
- Can I let it go?

**5. TEACHER**

TELL A TEACHER:

- What happened?
- Who was involved?

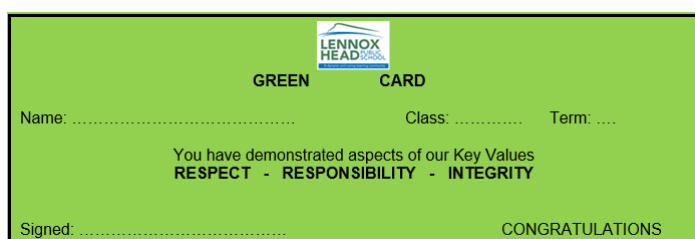
Teacher to decide → School Bytes

**PROBLEM SCALE**

0	No Problem
1	Tiny
2	Small
3	Medium
4	Big
5	Huge!



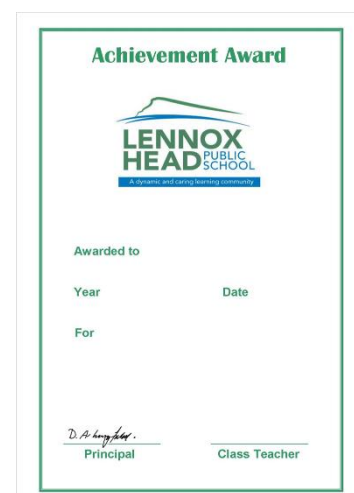
## Positive Acknowledgement




1. **Green Cards:** Teachers give students green cards in the classroom to recognise positive behaviour and work habits. Approximately one card is given to each student per week. Green cards or an equivalent certificate or award is a central component of the school's recognition of positive student behaviour, participation, and achievement. The emphasis in awarding "A Green Card Award" is the encouragement and acknowledgement of quality participation and achievement. It needs to be earned and valued by the student.

**Ten Green Cards or their equivalent result in the award of a gold card presented at assembly.**

- **10 Gold cards** - Recognition as an **Honour** Student.
- **20 Gold cards** - Recognition as a **Merit** student.
- **30 Gold cards** - Recognition as a **Distinction** student.
- **40 Gold cards** – Recognition as a **High Distinction** student.

2. **Weekly Achievement Award:** Each classroom teacher awards two certificates per fortnight. These are presented at the Friday fortnightly assembly. Teachers recognise excellent effort and achievement.
3. **Dolphin Award:** All staff may give out dolphin slips to reinforce positive behaviour in the playground. Four slips are drawn each fortnight from a barrel at the Monday PBL assembly and the winners receive a canteen voucher.
4. **PBL card:** Each classroom teacher gives one student from their class a PBL white card as a recognition of that child upholding the school's PBL values at the Monday assembly.
5. **Student of the Week:** Each classroom teacher nominates two students during the year to recognise their excellent application, achievements and contribution to the school. Teachers inform parents that their child will be receiving this special award at the next assembly.
6. **Buckett of Books:** Awarded each month to a student, nominated by teachers, who displays outstanding academic effort and citizenship. Sponsored by Lois Buckett – a local business owner.

## Primary School Education

Parents of primary school children (Kindergarten to Year 6), in partnership with teachers, have an important part to play in encouraging young children to develop a love for learning.

During their primary school years children will develop skills in listening, speaking, reading and writing, in numeracy and other mathematical skills, problem solving, scientific and technological skills, and learning how to use technology.

The NSW Education Standards Authority (NESA) is responsible for developing syllabus in six areas – called Key Learning Areas (KLA's). The NESA also has documents for parents to help them support their children in learning. The syllabus documents provide teachers with the broad direction and purpose for the learning area and the support materials give the teachers practical assistance in teaching students and using the syllabus documents.

### Key Learning Areas (KLA's)

Below are links to the six Key Learning Areas where you can find information about each syllabus and expected learning outcomes.

Key Learning Area	Link to find information on outcomes and teaching and learning activities
English	<a href="https://curriculum.nsw.edu.au/learning-areas/english/english-k-10-2022/overview">https://curriculum.nsw.edu.au/learning-areas/english/english-k-10-2022/overview</a>
Mathematics	<a href="https://curriculum.nsw.edu.au/learning-areas/mathematics/mathematics-k-10-2022/overview">https://curriculum.nsw.edu.au/learning-areas/mathematics/mathematics-k-10-2022/overview</a>
Science and Technology	<a href="https://curriculum.nsw.edu.au/learning-areas/science/science-and-technology-k-6-2024">https://curriculum.nsw.edu.au/learning-areas/science/science-and-technology-k-6-2024</a>
Human Society and its Environment History and Geography	<a href="https://curriculum.nsw.edu.au/learning-areas/hsie/hsie-k-6-2024">https://curriculum.nsw.edu.au/learning-areas/hsie/hsie-k-6-2024</a>
Creative Arts Visual Arts, Dance, Drama, Music	<a href="https://curriculum.nsw.edu.au/learning-areas/creative-arts/creative-arts-k-6-2024">https://curriculum.nsw.edu.au/learning-areas/creative-arts/creative-arts-k-6-2024</a>
Personal Development, Health and Physical Education	<a href="https://curriculum.nsw.edu.au/learning-areas/pdhpe/pdhpe-k-6-2024">https://curriculum.nsw.edu.au/learning-areas/pdhpe/pdhpe-k-6-2024</a>

### Homework

Currently, our students are not given set homework, however, home reading is still an important expectation. Kindergarten students will also have high-frequency word lists to revise. Students may be given work to complete at home that they may not have finished in class time.

## School Organisation

Bell	In class learning	Break times
9.00am		Playground supervision begins
9.30am	Session one: 2 hours	
11.30am		First Lunch
12.05pm	Session two: 1.5 hours	
1.35pm		Second Lunch
2.10pm	Session three: 1.5 hours	
3.25pm		End of school day: students are collected, walk home or catch the bus. Supervision concludes after second bus (about 3.45).

## Supervision of Students

The staff of the school has made provision for the supervision of children in the periods 9.00am to 9.30am, and then at all other recess periods during the school day. Children who do not catch buses **are expected to leave the school as soon as they are dismissed from class**. Students are supervised in bus lines. It is not possible for the school to accept responsibility for the supervision of children outside times stated. **Please be prompt when collecting students.**

## Attendance and Absences

DoE policy states that from the age of six all children must attend school. The school is legally required to keep accurate records of children's attendance with explanation of absences noted.

If your child is absent from school, you will receive a text regarding their absence. **Please respond to the text with the reason for the absence.** The Home School Liaison Officer provides support to families where regular attendance causes concerns.

If you are planning on travelling during a school term you must seek the Principal's approval to do so – please fill out a **Request for Extended Leave BEFORE travelling** and take the Certificate of Extended Leave with you when you travel. Forms are available in the School Bytes App or at the office.

## Late Arrival / Early Departure

If your child arrives at school late or departs early a slip must be collected from the office. This is DoE policy and enables the class teacher to know the whereabouts of students.

Parents are advised that **no formal supervision is provided at school before 9.00am** and children are not permitted to arrive before 9.00am. Your cooperation is appreciated. The Rainbow Children's Centre operates Before and After School Care from Lennox Head Public School.

<https://rainbow.nsw.edu.au/out-of-school-hours-care/>

**Book Packs** Each child is required to purchase a Book Pack at the start of each year or on enrolment. Pack details are sent home at the end of each school year and delivered to you.

# Getting to and from School

## Bus Transport

Free bus transport is available to children in Kindergarten, Year 1 and Year 2, irrespective of distance. Other children who are 1.6km or further from school may also apply. Application forms are available online through Transport NSW.

<https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>

## Road and Bus Safety

A set of rules has been compiled to assist parents, bus drivers, and teachers with the education of bus travellers. Parents can play an important part in having these rules observed:

1. Safe children stand well back from the roadside while waiting for the bus and listen to staff instructions.
2. Safe children do not bounce a ball or play chasings near the bus stop.
3. Safe children sit down whilst the bus is moving and keep their bags under the seat.
4. Safe children keep their heads and arms inside the bus.
5. Safe children stay in their seats until the driver calls them forward. Hold onto seats as you move up.
6. Care for your clean bus by looking after the seats and keeping litter off the floors
7. Safe children leave the bus and wait well back until the bus departs and all approaching cars can be seen.
8. Safe children look to THE RIGHT (cars come closer from the right) THE LEFT and THE RIGHT before walking across the road.

**NO STANDING;** There are marked NO STANDING zones in the front of the school, which must be observed by all vehicles.

Our bus zone operates between 8.30 – 9.30am and 3.00 – 4.00pm

**PATROLLED CROSSING:** We have a patrolled crossing between the hours of 8.30 – 9.30am and 2.45 – 3.45pm.

**Please observe the 30km/h school zone between 8.00 – 9.30am and 2.30 – 4.00pm**



## Bicycles / Scooters

Parents must be confident that children know the rules of the road before allowing them to ride their bicycles/scooters to school. It is recommended to all students that ride that they lock their bikes during class time. Skateboards ridden also need to be kept in bike racks – this is a WHS requirement.

**K – 2 students are not to ride bikes, scooters, or skateboards to school without a parent accompanying them.** Approved helmets must be always worn.



## Enrolment

**Zoning** Our local school zone encompasses the following area:

Lennox Head township south to Coast Road. North along Byron Bay Rd to Broken Head Hall and halfway along Ross Lane to the west. Children enrolling from outside this area may be considered by the Principal if space in classes is available as per our enrolment policy. You may check if you reside in zone at: <https://my.education.nsw.gov.au/school-finder>

**Secondary School** Our local partner high school is Ballina Coast High School.

**Change of Address** Any changes of address for a child enrolled at the school should be notified as soon as possible via the form on School Bytes. Change of address may affect bus travel subsidies.

**Contacts** We keep records which list important information for each of the families in the school. Included are contact names, details of phone numbers, allergies etc. It is essential that this information is kept up to date. Please notify the office of any changes via the form on School Bytes.

**New Enrolments** Your child may enrol at school once they are 4 years and 6 months old, provided their fifth birthday is before 1 August. Proof of age is required. Before enrolment it is recommended that an immunisation certificate be presented. We also require proof of address such as a utility bill, lease agreement or rates notice. We cannot accept a drivers licence as proof of address.

**Change of Name** The student record must indicate the birth certificate name of the student. It is the name under which the student is officially enrolled.

If however, one of the following conditions apply, Principals can enrol students under an alternative name or change existing records to indicate the new name:

1. Signed consent from both parents indicating approval to use the new name is provided and a court order is provided authorising the user of the new name;
2. Statutory declaration is provided by the enrolling parent indicating that the child has had no contact with the other parent for a period of 5 years and his/her whereabouts is unknown;
3. Signed consent from one parent and proof that the other parent is deceased;
4. Birth certificate issued in the new name; and
5. Proof of adoption





## Parents and the School

We welcome and value the high level of parent participation enjoyed at Lennox Head Public School. Research has shown that an important factor contributing to a child's success at school is the interest and involvement shown by parents.

### Parents & Citizens Association (P&C)

The P&C meets on the second Tuesday Week 3 and Week 8 of each school term at 6.00pm at Club Lennox. All parents are encouraged to attend meetings and be informed in relation to things happening at the school.

### Canteen

The canteen is operated by the P&C five days a week with a paid manager. The canteen manager is assisted by volunteers each day.

We urge you to support the canteen by volunteering to assist on a regular basis. Our canteen uses the online ordering app - Spriggy. You simply download the app onto your phone, set up an account for your child, add funds and then you can order. All orders must be in before 9am each day. Canteen price lists/menu are available in the app or on the school website. If you can assist in the canteen, please contact the school.



## Volunteering in the School

### Child Protection – Working with Children Check

Community members who volunteer to work in schools are required to complete a Working With Children Check (WWCC) clearance as part of the Child Protection Act in NSW. The Act aims to reduce the risk of abuse to children by preventing a “prohibited person” from working with children.

A prohibited person is a person convicted of a serious sex offence. The WWCC forms are available through the website [www.kidsguardian.nsw.gov](http://www.kidsguardian.nsw.gov). The cost of a WWCC is free for volunteers.

Community members who volunteer to work in the school must:

- Complete the WWCC clearance online and present this to the school to keep on file.
- **Please enter through the office** and sign in completing the name tag and wearing the name tag while in the school. This must be done on each occasion. Provide appropriate photo ID.
- If you are transporting students other than your own child to an event you must have a WWCC and provide copies of your drivers' licence and car registration to the office.
- If you are a relative of a student at school you do not need a WWCC.
- All volunteers are to complete **WWCC Declaration for Volunteers** and provide appropriate photo ID. Please see our office staff for further information.



## Reporting to Parents

Reports are available on the School Bytes Parent Portal at the end of Semesters 1 and 2.

Students in Years 3 and 5 participate in the National testing program for Literacy and Numeracy (NAPLAN) that occurs in Term 1.

Kindergarten children are assessed in Term 1 in Literacy and Numeracy as part of the Best Start Program. Year 1 students participate in the Phonics Screening Check in Term 3.

## Parent Interviews

Parents are invited to arrange an interview with the class teacher at any time during the year. There are two *formal* parent teacher interviews – one in Term 1 and another after Semester 1 reports are generated. If interviews are required at other times this can be arranged through the office.

## Making contact with the School

- If you need to talk to your child's teacher, please **call** 6687 7230 or **email** lennoxhead-p.school@det.nsw.edu.au the school and the teacher will get back to you ASAP.
- **Always consult the teacher about concerns first. Please do not make the Principal your first port of call.**
- **Comment** only on what is happening to your child – not anyone else's child. **Never** comment on what is happening in the classroom. Refer only to your own child.
- **Offer** support to the teacher to remedy problems instead of simply demanding a solution.
- **Accept** a teacher's advice as they are professionals. Seek an appointment if you believe things are not working out. **Never** complain about a teacher in a public forum, such as a P&C meeting or on social media.

## School Services

### School Counsellor

Our School Counsellor visits the school two days each week. The School Counsellor maintains a consultative role in the school in which solutions and effective strategies for children with educational, psychological, social, emotional and physical problems can be explored and acted upon.

If you would like your child to speak to the School Counsellor please first arrange a meeting with your child's classroom teacher. The School Counsellor will respond to referrals from teachers, parents and students and is a member of the Learning and Support Team.

### Student Assistance

Limited funds are available through Resources Allocation Model (RAM) funding to provide assistance to families who may be experiencing financial difficulty. Funds can be used to assist with excursions, uniforms and purchasing school supplies. Application is made in writing to the Principal indicating the support sought and reasons for the application. We do not require any personal financial information from you and all applications are treated in confidence.

### Lennox Head Out of School Care and Vacation Care

Operated onsite by Rainbow Children's Centre Inc. Phone: 6687 4827





## Additional School Information

### Library

Children are encouraged to take home books from our school library. Please ensure that these library books are well taken care of at home. A library bag 30cm x 45cm is needed. These bags are to be used to carry library books to protect them and prolong their life. Kindergarten students are provided with a bag and encouraged to bring it every week to borrow.

The **Premiers Reading Challenge** is coordinated by the Librarian.

**Book Club** orders go home throughout the year and are coordinated by the librarian. Orders usually take two weeks to be filled.

### School Religious Education (SRE)

SRE teachers visit the school once a week on Thursday for a half hour lesson. Children may attend Combined or Catholic scripture classes. Ethics classes have been introduced for some students when there is a teacher available.

Each child is expected to attend SRE or Ethics classes (if available) unless parents notify the school of their objection. This is an adult decision, not a child's. Lesson content can be discussed with clergy or staff. Children not attending a scripture class will have a non-scripture lesson. Please advise the school in writing if you wish to change your child's scripture group.

### Visiting Performances

We sometimes have visiting performances at the school throughout the year which complement the Key Learning Areas.

**Weekly Assembly** The formal assembly is held fortnightly:

**Odd weeks for Years K – 2 and even weeks for Years 3 – 6 on Friday at 2.10pm.**

The assembly is led by our school leaders in our school hall.

Parents will be informed when their child's class is **presenting an item** during the year.

### Early Leavers

Families wishing to collect their children early are asked to phone ahead to the school so that the office can locate students and have them ready for collection at the office where they will be given an Early Leavers slip.

### Students with Disabilities in Regular Classes: Funding Support

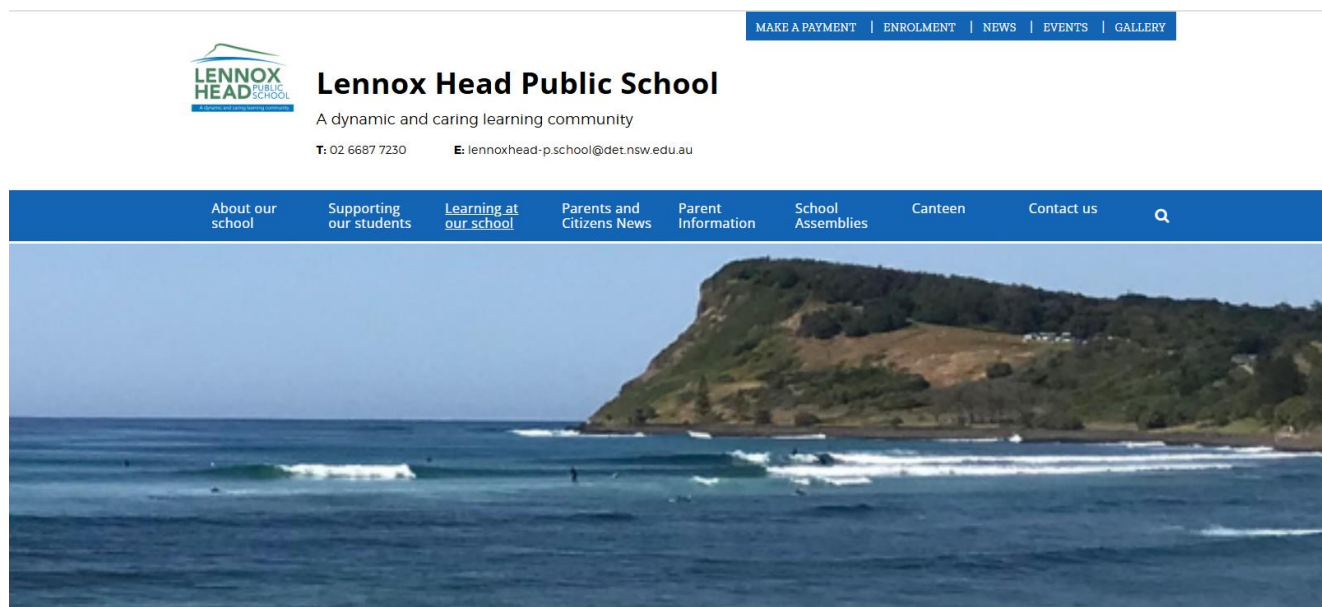
Financial Support may be received for children with a range of disabilities so they can be successfully integrated into mainstream classes. A case management approach is followed involving parents, school staff, departmental support staff and community health if appropriate.



## School Website

All school events and other important information can be found on the school website: <http://lennoxhead-p.schools.nsw.gov.au>. All weekly award winners and relevant news items are added to the website weekly.

Parents and carers can make any school payments on the website, simply click on 'Make a Payment' in the ribbon at the top of the page.



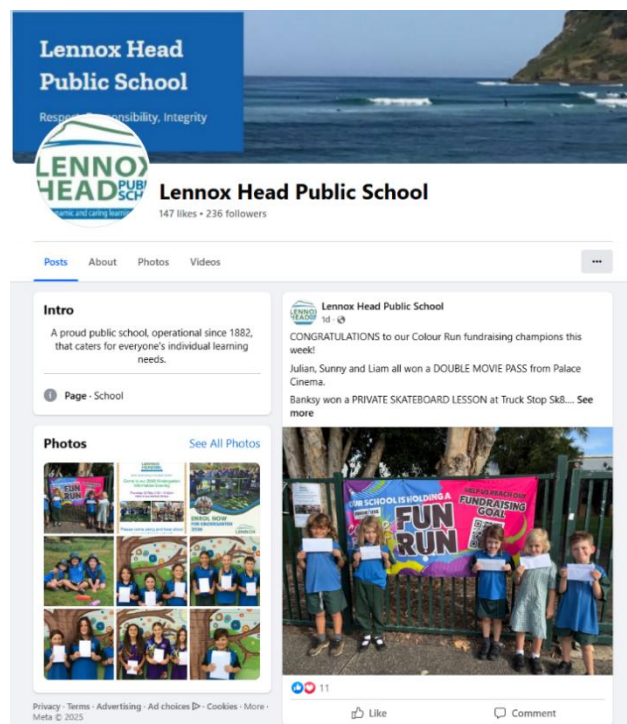
[Bytes for Parents](#) 

## School Facebook Page

<https://www.facebook.com/LennoxHeadPublicSchool>

Lennox Head Public School's Facebook page is a vibrant platform where we regularly share updates about our students' achievements, including pictures of their work, assembly award winners, and highlights from excursions.

It's also a valuable resource for parents, providing important information about upcoming events and school activities to keep you informed and engaged with our school community.



## School Bytes Parent Portal – Essential for our communication

The school does not publish a school newsletter, so it is imperative that parents and carers maintain communication with school via the School Bytes Parent Portal.

The School Bytes Parent Portal provides an effective and improved link between school and home.

The parent portal can be accessed via internet website or by downloading the *School Bytes for Parents app*.

Semester reports will be digitally sent home via the Parent Portal. As well, access will be given for parent-teacher interview bookings, newsfeed and daily notices, absence notifications, school excursion information, notes and payment information.

**Included in your enrolment pack are instructions for downloading the School Bytes App.**

Online instructions can be found here: <https://support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account>

You must use a valid email address to create your username. Once successfully registered you will be prompted to enter your username (email address) and the password you created.



## Payments and Excursion Notes

To reduce our use of paper, most permission notes will be placed electronically on the School Bytes Portal. In some instances, students may need to return notes to school and are to be placed in an envelope in the Office Deposit Box behind the front office before 9.30am. It is essential that parental permission is obtained before students are permitted to attend excursions. Notes and money must be clearly labelled in envelopes / or snap lock bags prior to placement in the Office Deposit Box.



Our preferred method of payment is online via the **School Bytes Parent App** or the **School Bytes Parent Portal** which can be accessed via the school's website. Other methods of payment include EFTPOS (at school) or cash.



## Voluntary School Contributions

The voluntary contribution goes directly to the purchase of essential classroom supplies for students. The voluntary contribution is set each year by the P&C Association at the Annual General Meeting.

Current voluntary contributions are \$50 per child or \$80 per family per year.

**Student Invoices (Statements of Account)** can be found on the School Bytes Parent Portal. Items such as textbooks and visiting performances are included. While we do try to include all items for payment early in the year, other items may be added such as excursions and end of year celebrations as planning is finalised.

## Special School Programs

### Student Welfare

Our school is committed to maintaining the welfare and safety of all our students, the safety and wellbeing of all our teachers and staff; the ideal of the school as one unit; co-operative and collaborative decision making, the fostering of a whole school community of students, teachers and parents. The Learning Support Team meets regularly to discuss issues related to the wellbeing of the students in general as well as the special needs of individual students.

### Learning and Support Programs

The Learning and Support Teachers provide program support to teachers to enable them to make adjustments for the needs of students. The Learning and Support Teacher will respond to referrals from the class teacher.

### Buddies Fostering Friendship (BFF)

A whole school social skills and leadership program occurs in Term 2 for 6 weeks, once a week. Students are led by Year 6 students in activities that promote friendship, resilience and growing a positive mindset. Each small group consists of a variety of students from different year levels. Leaders are supported by staff in managing students. Many new friendships and skills are developed through this program.





## The Resilience Project

A whole school Personal Development Program is presented to students in weekly lessons that explicitly teach Gratitude, Empathy, Mindfulness and Emotional Literacy. Weekly GEM chats and take home activities are sent home via school bytes to parents. Links to find out more are available to parents. Please ask your child's teacher or the office.

## Child Protection

It is mandatory to teach child protection education in every stage of learning from Kindergarten to Year 10 as part of the NSW Education Standards Authority (NESA) Personal Development, Health and Physical Education (PDHPE) K-10 Syllabus. In primary school, students learn about the roles and responsibilities in positive relationships and the effects of actions such as bullying and violence on the disruption of relationships. Students learn to form and maintain relationships through developing skills in communication, conflict resolution and strategies for coping with changes in relationships.

## Kindergarten Orientation

Three sessions are offered to new Kinder enrolments in October/ November. Each session is two hours with a different Kinder teacher in a Kinder room each week. Students will enjoy completing a craft activity with a senior student, listen to stories and participate in play and learning activities. Students will be given a tour of the school including the library, lunch seats and play areas such as our "Kinder only" ship playground. These visits provide new students with an introduction to teachers, classrooms and students of Lennox Head Public School and enable children to familiarise themselves with their new school over time. These sessions are important to attend as they set your child up for a smooth transition in school life.

## Transition: Year 6 to 7

Ballina Coast High School organises a valuable transition program for Year 6 students moving on to Year 7.

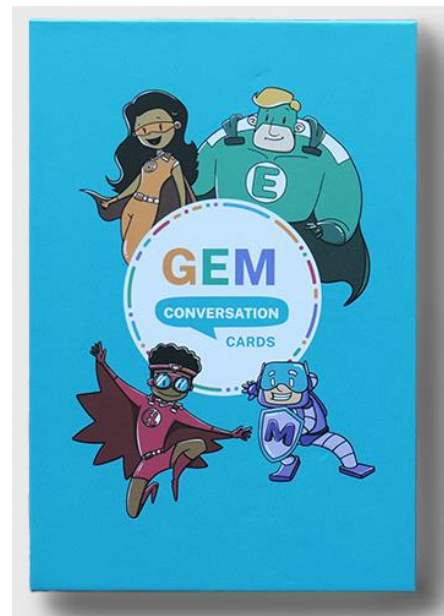
## Student Representative Council (SRC)

The Student Representative Council is a student-elected body that provides pupils with a forum to voice their concerns and put forward suggestions to make the school environment a better place for their learning and enjoyment. They undertake fundraising activities, distributing monies towards school and student needs or worthwhile charities. They meet regularly throughout the year to discuss student suggestions.

## Excursions

All classes participate in educational excursions during the year that are related to class programs. These excursions are decided by the stage groups throughout the year.

All classes will have one excursion throughout the year. Year 4 has a 1 night overnight excursion and Years 5 and 6 (Stage 3) will have a 2 night overnight excursion or camp.



## Enrichment Opportunities Across the Curriculum

Lennox Head Public School offers students a wide range of activities to extend and enrich their learning.

**Technology** Our school is dedicated to providing a fantastic learning environment that seamlessly incorporates cutting-edge technology into the curriculum, empowering students to thrive in a digital world. We offer a variety of technology-driven learning opportunities to enhance student engagement and creativity, including:

- **Lego Robotics** (EV3 and WeDo 2): Students engage in engineering and programming through hands-on projects, fostering problem-solving and teamwork.
- **Podcasting:** Learners develop communication skills by creating their own podcasts, encouraging research and audio editing.
- **Video Production:** Students explore storytelling, cinematography, and editing techniques while collaborating on informative or narrative-based videos.
- **Film By Participation:** This program allows students to participate in filmmaking workshops and showcase their work in festivals, enhancing their storytelling skills.
- **Stop Motion Photography:** Students create animated films by capturing frames of objects in motion, enhancing their understanding of visual storytelling.
- **3D Computer-Aided Design (CAD):** Learners use CAD software to create digital models, preparing them for careers in design and engineering.
- **3D Printing:** This hands-on experience brings designs to life, teaching students about the design process and applications of technology.

These initiatives promote critical thinking, creativity, and collaboration, effectively incorporating technology to achieve learning outcome.



**Public Speaking Competition** This is held during term 2 for students in Years 2-6. Students are chosen to represent each class in a stage public speaking competition.

**Lennox Wave** Students in Year 6 are selected to write articles for a monthly edition of our community Lennox Wave magazine. They work with teachers to conduct interviews, plan, write and review articles.

**Spelling Bee** The Premier's Spelling Bee is an engaging way for students to expand their vocabularies and improve their spelling. This competition is designed for Years 2 - 6. Competition winners in Stage 2 and 3 then represent LHPS in the regional competition.

**Debating** Students in Years 5 and 6 are selected to represent the school in the Premier's Debating Challenge, debating against schools from across the state.

**Extension Maths Groups** Students in Year 1 - 6 are selected to participate in a small mathematics group designed for High Potential and Gifted Education (HPGE) students. This program aims to provide an enriching and challenging learning environment for students who demonstrate exceptional abilities and high potential in mathematics. The HPGE mathematics groups focus on advanced mathematical concepts and problem-solving strategies, encouraging critical thinking and collaboration among peers.

**Film By** this program provides students with filmmaking skills and expertise to tell their own stories. The program includes festivals and workshops in film for students from all schools in NSW, culminating in the Film By Festival, showcasing films from our local region.

**Choir** Children in Years 3 – 6 have the opportunity to participate in the school choir. Students have the opportunity to audition for the Primary Schools Choral Concert in Sydney on the years it is offered.

**Band** Weekly lessons are provided in flute, clarinet, trumpet, trombone and saxophone, by teacher Fiona Clarke. Band rehearsals and performances are conducted and coordinated by school staff.



**Creative Arts Camp** These are open to any student in Years 4, 5 or 6 who show a high level of skill in Music, Dance, Drama or Visual Art.

**Amplify K-6 Music Program** All classroom teachers use “Amplify” to deliver the compulsory music curriculum for their class. The music program is consistently delivered to all students school-wide with year-on-year progression and development. It involves high impact teaching strategies that meet all curriculum outcomes. It is accessed online by the teachers in their classrooms.

**Dance Groups** Children in Years 1 - 6 have the opportunity to audition for a number of dance groups that will perform at the Far North Coast Dance Festival.





## Physical Education and Sport

Students at Lennox Head Public School enjoy a comprehensive range of sport activities to build skills, fitness levels and promote cooperative skills and sportsmanship. Weekly fitness breaks, fundamental movement lessons and gross motor sessions are features of our Kindergarten – Year 2 PE program and the Years 3 – 6 program comprises of activities to build a variety of skills for participation in minor games in Friday sport sessions.

Our highly successful swimming programs features an intensive water confidence course for Kindergarten to Year 2, with qualified instructors teaching small groups of children.

Students at Lennox Head Public School enjoy a high level of achievement and participation in our School Swimming, Cross Country and Athletics carnivals, with many children advancing to District, Regional and State levels. At Lennox Head Public School, we cater for talented sports students through our participation in the Primary School Sports Association (PSSA) State trials and through participation in PSSA District, Regional and State teams.



## Sport Houses

The house system operates within the school. Each house has captains and vice captains.

Pupils are allocated to houses on enrolment. Students are encouraged to wear their sport colour T shirt for swimming, cross country and athletics carnivals.

The sport houses are:

**Ross – Yellow**

**Henderson – Blue**

**Gibbon – Green**

**Ainsworth – Red**