

# LYNEHAM PRIMARY SCHOOL



Preschool to Year 6

Parent Handbook



Brigalow Street Lyneham ACT 2602

Phone: 6142 1720

Email: [info@lynehamps.act.edu.au](mailto:info@lynehamps.act.edu.au)

## Principal's Welcome

Welcome to Lyneham Primary School. As a renowned public school, we are justly proud of the well-earned reputation our school enjoys for its significant contribution to the Canberra community for over half a century.

Lyneham is a thriving and dynamic community with a diverse range of cultural backgrounds and family structures, which form the fabric of who we are at Lyneham and the relationships we develop with one another.

At Lyneham Primary School we are a community of learners. Each of our students is special to us. Our learning programs and pastoral care practices are designed to build on, and respond to the needs, interests and aspirations of the students. Each student's learning genuinely matters to us, so we work to differentiate the curriculum to take account of *who* we are teaching, as well as *what* we are teaching.

Our vision for Lyneham is creating opportunities for every student and celebration success. A key to improving student outcomes is building on our culture of high expectations focusing on teaching and learning in relevant and purposeful ways.

Engaging with the community enables us to meet the learning needs of all students and is a fundamental belief and practice at Lyneham. We do this through consultation, collaboration and developing relationships and partnerships between students, staff, parents and community groups to establish a safe and supportive environment inclusive of all.

By exploring different ways of practice, technologies and "next practice" to enrich and inspire our students we seek to develop critical thinkers, and to make learning and school a fun experience, providing a strong foundation for lifelong learning.

We are thrilled that you have chosen Lyneham Primary for your child's education.

Merryn O'Dea and Ben Roberts

# General Information

## Contact Details

Phone: 6142 1720

Email: [info@lynehamps.act.edu.au](mailto:info@lynehamps.act.edu.au)

Web: [www.lynehamps.act.edu.au](http://www.lynehamps.act.edu.au)

Facebook: @lynehamPS

Front office hours: 8:30am-3:30pm

## Executive Staff

Principal: Merryn O'Dea

Deputy Principal: Ben Roberts

Executive Teachers: Ange Bonner, David Ferguson and Sarah Aulich

Business Manager: Sara Henderson

## School Hours

The school day begins at 9am and finishes at 3pm for children in Kindergarten to Year 6. There is supervision in the senior playground area from 8:45am for children in Kindergarten to Year 6. After school there is supervision for children in the Lyneham Primary School bus waiting area until 3:20pm for children in Kindergarten to Year 6.

### Kindergarten to Year 6

8:55am-9am: Teachers collect students and go into classes

9am-10:30am: Learning session 1

10:30am-11:15am: First play break

11:15am-1pm: Learning session 2

1pm-1:30pm: Second play break

1:30pm-3pm: Learning session 3

### Preschool

8:45am to 2:45pm - Play and eating breaks are scheduled to meet the needs of the children, optimising both indoor and outdoor play.

## Out of Hours School Care

The YWCA offers out of hours care from 7:30am-9am and 3pm-6pm each school day for students in Kindergarten to Year 6. Please enquire online at:

<https://ywca-canberra.org.au/childrens-services/school-age-care/>



## Our History

Lyneham Primary School takes its name from the suburb in which it is situated. Lyneham was named after Sir William Lyne (1844-1913) Premier of NSW and Minister for Home Affairs in the Barton Government.

The School was opened in 1959. It was a short distance from the historic Yass-Queanbeyan road, which used to pass between the present primary and high school building sites. In 1969 the School was destroyed by fire and most classes were dispersed to several nearby schools. The Infants Department classes returned at the end of 3rd term 1970, while the Primary Department returned early in 1971.

Until 1972 the School was staffed and administered by the NSW Education Department. In 1973 it came under the control of the ACT Schools Authority, now known as the ACT Education Directorate. Student enrolment over the years has varied with an enrolment of around 1000 in 1960's. Current enrolment is approximately 555 for Preschool to Year 6.



Lyneham Primary School is proud of its history. In 2019 we celebrated our 60<sup>th</sup> anniversary! Past and present students, staff, parents and community members joined in a year of celebrations which acknowledged the great history of the school and the present-day excellent education the school is providing.

## School Facilities

Lyneham Primary School is a two-storey building situated in the inner North Canberra suburb of Lyneham. The school has predominantly traditional style single unit classrooms. In addition to the classroom areas Lyneham Primary has:

- Library staffed by a full-time Teacher Librarian
- Dance Studio
- Environment Courtyard
- Gymnasium
- Dedicated Science teacher & classroom
- Assembly Hall with stage
- Forest classroom
- Out of hours School Care



We are well equipped with resources for the curriculum, library, sport, the creative arts and teacher professional learning.

Lyneham Primary School is committed to providing a technology rich environment for our students as our community believes the use of Digital Technologies is fundamental in assisting teaching and learning in all areas of the school curriculum. Devices are used in classrooms from Preschool to Year 6, as every classroom has internet access. We have interactive boards in all classrooms.

Public sporting and leisure facilities are near the school. These facilities include the Australian Institute of Sport (AIS), Dickson Aquatic Centre, the Lyneham Tennis, Cricket and Netball Centres and the ACT Hockey Centre.

We have two offsite preschools; one in Garling Street, Lyneham and the other in Cotton Street, Downer.



## Our Curriculum

We promote practices which ensure accessibility to the curriculum and achieve high levels of performance across the school. Our curriculum encompasses the Early Years Learning Framework and the Australian Curriculum. We emphasise the acquisition of effective literacy skills, numeracy skills and the development of a variety of learner assets.

The ability to seek solutions to problems, engage in meaningful social interactions, demonstrate a sense of individual responsibility and display an enjoyment of life is valued and pursued through our learning and teaching programs at Lyneham.

To make learning connected for our children, we plan our curriculum using an inquiry approach.

Some students at Lyneham have an Individual Learning Plan (ILP), which is developed in consultation with parents, teachers and other appropriate people to establish the learning goals for the child each year.

### PE, Sport and Health

Physical fitness activities are undertaken daily throughout the school. Emphasis is placed on developing fundamental motor skills to assist children in becoming competent in a range of sports. Junior class teachers explicitly teach Fine and Gross Motor skills to assist children's development. As well as PE and fitness sessions, middle and upper primary classes have sporting clinics at different times of the year in a range of sports. As children progress through the school, team



sports are arranged. Lyneham is a member of the Primary Schools Sport Association and children are eligible for selection in regional representation in a range of sports. Each year Lyneham holds an Athletics Carnival with track, field and novelty events, a Swimming Carnival and Cross Country Carnival. Children may progress from our carnivals onto North Canberra, ACT or National representation.

Lyneham Primary has three school sports houses, Kurnai, Walgala and Pajong. Each house is named after a local Aboriginal group. Each year student leaders are elected by students and staff to lead aspects of the school including peer support, buddy systems, whole school events and other initiatives.

### Other Teaching and Learning Programs

- Kindergarten to Year 6 specialist science program
- Performing Arts programs
- Years 5 & 6 Brass Bands as part of the ACT Instrumental Music Program.



## Supporting our Students

- An English as an additional Language or Dialect (EALD) assistance program catering for those students coming from home environments where students speak a language other than English.
- Resource assistance for students requiring additional support
- School Psychologist
- Enrichment suite of programs which extend and promote children's interests and talents - including Chess and The Arts
- Students identified as being Aboriginal or Torres Strait Islander are supported and enriched as we work in partnership with our families to promote best practice.
- Lyneham promotes inclusivity, access and participation in all aspects of the curriculum for students with disabilities.

## Lyneham i-Centre Library

The Lyneham Library and Resource Centre is an integral part of the school.



## Celebrating Learning

Celebrating learning and acknowledging achievements is valued by all members of our school community. Students participate in assemblies where classes share their learning. Certificates acknowledging individual children's commitment to respectful relationships are also awarded at whole school assemblies.

## Reporting to Families

Lyneham Primary uses authentic assessment practices and has a schedule of reporting processes outlined below:

**Term 1:** "Getting To Know" your child interview

**Term 2:** Written "End of Semester One" Report, parent-teacher interview, A-E reports

**Term 4:** Written "End of Year" Report and A-E reports

- BASE (formerly PIPS) The early years assessment program uses BASE to assess early reading, phonics and numeracy skills of students in their first year of school. There are two assessments, with the first occurring in weeks 3 and 4 of Term 1 and the second occurring in weeks 2 and 3 of Term 4.

The BASE data is used to identify, as early as possible, students who may need extra support or enrichment. The BASE data helps teachers plan appropriate learning experiences for every child in the class.

- National Assessment in Literacy and Numeracy (NAPLAN) is conducted in May of each year for years 3 & 5. A report to the child's family is then distributed.

- We use a digital portfolio “Seesaw” that provides feedback to parents and carers in “real-time”.

Teachers prepare unit outlines and term overviews that are distributed during the first few weeks of each term. *Parents and carers are most welcome to make an appointment to see their child's teacher at any time throughout the year.*

### Anaphylaxis Friendly

We greatly value your cooperation in maintaining our “Allergy Friendly” environment at Lyneham Primary. We have several children with serious allergies to nuts and the potential to suffer anaphylaxis. We ask that children do not bring food to school which contains nuts.

### School Uniform

Students from Kindergarten to Year 6 are strongly encouraged to take pride in belonging to Lyneham Primary by wearing the school uniform. Uniform items are available from our ethically approved supplier. Please see our website for details.

A uniform shop is operated from the school's community room and is run by volunteer parents through the school P & C Association. It is open on Monday and Friday mornings from 8:45am-9:15am.

While the wearing of the Lyneham Primary School uniform is always encouraged, it is particularly necessary that students wear school uniform to all outside public activities, special events, performances and excursions.

Uniform options include:



- Gold polo T-shirt with logo - long or short sleeved
- Royal blue shorts, skirt, skorts or pants
- Checkered dress
- Royal blue school jumper
- Plain runners (Children participate in physical education activities everyday)
- Sun Smart hat - bucket, broad brimmed or legionnaire style



## Relationships and Culture

We expect that each person – staff, children and parents/carers – will take responsibility for their own actions and accept the agreed consequences for actions which impact negatively within our community. Developing and maintaining our positive school climate relies on each member of the school community taking responsibility for cooperative, caring and respectful relationships. We believe that modelling, teaching and expecting respectful relationships is fundamental to the achievement of high quality learning outcomes and a positive culture in our community.

Our staff is committed to understanding and focussing on the needs and experiences of all children. We believe this approach, coupled with secure and focussed learning environments, proactively encourages appropriate behaviours.

Assisting children to change behaviours which have a negative impact within our school community is a key school priority. We understand that this takes time, encouragement, effort and explicit teaching. Our social and emotional learning program “Friendly Schools” enables explicit teaching of skills for developing relationships.

Our Safe and Supportive School framework guides the way we “Do, Be and Are” at Lyneham.

### Did you know...?

Lyneham Primary has approximately 540 students enrolled across the school, from the preschool programs where children begin their school journey through to Year 6 students who are ready to transition to secondary schooling.

Inclusive classrooms, programs and playgrounds are a feature of our school and our dedicated and highly skilled staff team work together to meet the needs of all our students.

North Canberra schools are part of a close community network. At Lyneham we work together with all the public schools ensuring connected transitions for every student. We work closely with Majura Primary School, Turner School and Lyneham High School.

## Our School Community

A feature of our school community is the dedicated and enthusiastic support of our parent community. We encourage families to be involved in our school at whatever level they can, to ensure all children have a rich school experience. Opportunities include, but are not limited to, classroom assistance, assistance at carnivals, P&C meetings and events, breakfast club, clothing shop, and the Library. Parents and carers are very welcome and are invited to participate in school activities and attend assemblies and other school events. Please contact the class teacher to let them know how you can assist.

## Volunteering in the School

The Working with Vulnerable People Act 2011 commenced on 7 November 2012. The Act requires people volunteering or working with children and vulnerable people while engaging in regulated activities and services to register with the Office of Regulatory Services.

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/kw/working%20with%20vulnerable#!tabs-2b](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/working%20with%20vulnerable#!tabs-2b)

Volunteers who regularly work with children in classrooms and other school activities will need to be registered. (Regularly is determined as more than 7 times in a 12 month period.)

It is a requirement that all volunteers sign the Volunteers' book located in the front office at either the primary or preschool sites. Please sign and note the time in the book. Collect a Volunteer's badge to wear while in the school. When you leave the school please remember to sign out and return your badge. Please do not hesitate to contact us if you need more information.

## School Board

Each government school in the ACT is administered by a school board whose membership comprises of the school principal, two elected staff members, three elected members of the parent body and an appointed nominee of the Education Directorate. Elected members normally serve for a two-year period. The Board is the policy-making body of the School. Its major functions are to:

- Determine the educational policies to be implemented at the School
- Assess, from time to time, the needs of the school in relation to the provision of buildings and facilities and funds, and make recommendations to the Director General of the Education Directorate with respect to the meeting of those needs
- Determine the purposes for which funds made available for the School are to be expended
- Make recommendations to the Director General in respect to the use of the buildings and facilities of the school for purposes other than school purposes
- Develop relationships between the school and the community and between the school and community organisations
- Make recommendations to the Director General on matters relating to the school

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.

## Voluntary Contributions

Voluntary Contributions are an important way parents and carers can contribute to our school. They are set by the School Board to assist in providing for additional resources and equipment across the school.

## Parents and Citizens Association

The P&C is a feature of nearly all public schools in the ACT. Schools benefit from the support of their P&Cs. The role of the parent association is to support the school for the benefit of all students, promote parent participation in the work of the school and encourage strong positive community support, provide a forum for parents to discuss and debate school issues, provide parent input to educational issues and policies. They also organise fundraising for donation to the school for improving students' experiences at school.

## Home Learning

At Lyneham home learning is considered as practise of some of the concepts learnt at school, building of prior knowledge for classroom learning (finding out about things) and learning that children do at home to contribute to quality family life.

The following content and time guidance are suggested for each year level.

- Preschool: No formal home learning
- Kindergarten: Reading related
- Year 3 – 6: Related to literacy, numeracy & inquiry

Parents and carers can support their child during home learning times by:

- Providing a suitable environment in which home learning can be completed
- Encouraging the child to complete and submit the home learning
- Encouraging the child to 'have a go' before providing assistance
- Ensuring that home learning does not become a burden on the child by balancing 'work' and play
- Reporting to the child's teacher any issues with the nature and quantity of home learning
- Contacting the teacher if their child is not receiving regular home learning, if applicable