OUR SAVIOUR LUTHERAN SCHOOL

PARENT HANDBOOK

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Learning Loving Laughing Living
Christ Centred Learning for Life

I N D E X

Principal's Message 3
School Map 4
Introduction to Our Saviour 5
Origin & Logo, Purpose, Mission, Values 5
Primary Years International Baccalaureate Program 6
GENERAL INFORMATION:
Absenteeism 8
Accident Insurance 8
Banking 8
Building Fund 8
BushFire Policy 9
Canteen - Lunch Orders 9
Car Park 10
Car Pooling Arrangements 10
Cleaning & Maintenance 11
Communication & Assessment 11
Family/Medical Information 12
Fees 12
Freewill Offering 12
Homework 13
Hot Weather 13
Infectious Diseases 14
Information communications Technology 15
LAP Program 15
Learning Support 16
Library 16
Lost Property 16
Medication 17
Music - Extracurricular 17
Naming of Personal Property 17
Newsletter 18
No Smoking 18
Nut Guidelines 18
Our SaviourLutheran Church 19
Our School Family Directory 19
Out of School Hours Care (OSHC) 20
Outdoor Education 20
Parent Involvement 20
Pastoral Care 20
PFA (Parents & Friends Auxiliary) 20
Private Tutorial Arrangements 21
School Card 21
School Council 21
School Organisation 21
Scripture/Worship Program 22
Sport 22
Sport Practice 23
Sports Day 23
SRC - Student - Representative Council 23
Staff 23
Student Leadership 23
Uniform 24
Valuing Safe Communities 24
Year 7 Jumpers 24
APPENDIX:
Healthy Eating Guidelines 25

Our Saviour Lutheran School
A School of the Lutheran Church of Australia

Greetings

Welcome to Our Saviour Lutheran School, where we aim to assist parents in educating their children so that they are equipped for life now, and in the future. Choosing a school for your son or daughter is one of the most important decisions that you will ever make for them. Our aim is to provide a quality education, including the teaching of sound Christian values, in a caring environment which supports and encourages students as individuals and ultimately helps to prepare them for life beyond school.

Our Saviour Lutheran School (OSLS) is built on the foundations established on almost 170 years of education by the schools of the Lutheran Church of Australia, with over 80 Lutheran schools existing nationally today. Established in 1986, OSLS continues to work in harmony with Our Saviour Lutheran Church.

The Primary Years Program of the International Baccalaureate offered at Our Saviour Lutheran School is designed to promote strong growth in all aspects of our students' lives. We want our students to develop a strong and positive sense of self and have an extensive range of skills and abilities that will prepare them to meet the challenges they will face with confidence. Our aim is to encourage them to ask questions, to link what they know and build on other people's ideas so that they can make better sense of their world. We want them to be risk takers, so that they will challenge what is happening in the world today, enable them to make better choices and seek solutions to make a better world for their future.

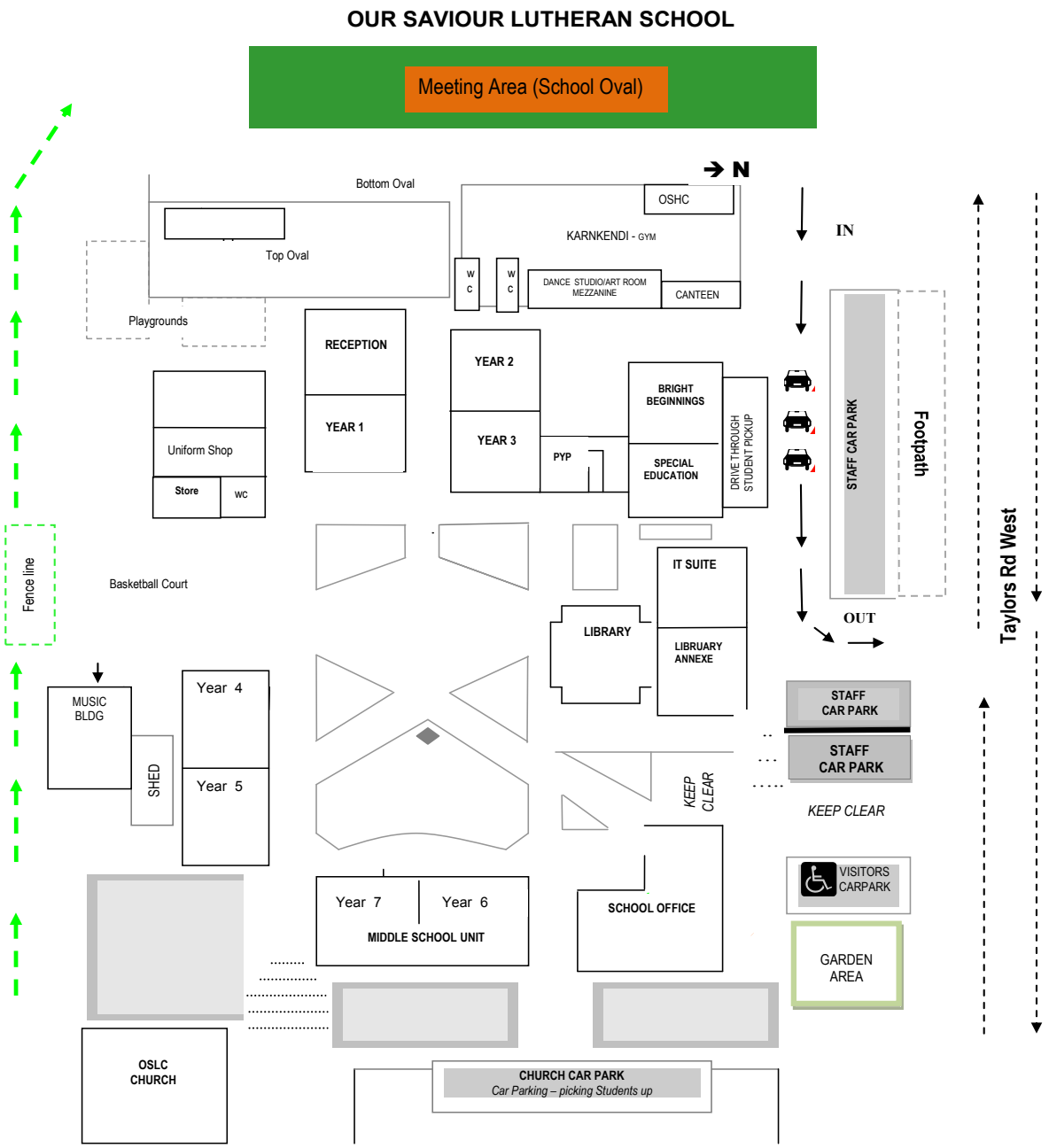
As you walk around our school grounds you will be greeted with smiles by members of our caring Christian community. You will appreciate a rich relationship with students, staff and parents. Incorporating the philosophy of the International Baccalaureate, Our Saviour Lutheran School welcomes the relationship that exists with the local community, as well as forging links with the other schools in the region. I look forward to working in partnership with you in the education of your child.

God's Blessings

Rob Sellars

Principal

WHERE EVERYTHING IS



LUTHERAN EDUCATION AUSTRALIA

The Lutheran Education Australia logo incorporates the Lutheran Church of Australia logo which has four main elements - the cross, Southern Cross, flames and circle. The slanted cross indicates a forward moving, Christ centred church. The Southern Cross indicates our geographic location and acknowledges God as creator. The three flames interlock to form one flame, representing the Triune God. The circle symbolises our unity in Christ and the eternal nature of God.

Lutheran EDUCATION Australia

Serving Australian Communities Through CHRIST Centred Education

INTRODUCTION

This booklet has been prepared in the interests of Our Saviour's school community. As well as providing information about the origins and core values of the school, it contains a handy guide to important policies, procedures and expectations.

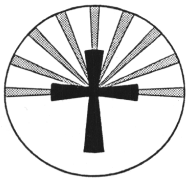
Should you require any further information about any matters contained in the Parent Handbook, please feel free to contact the Principal or relevant staff member.

ORIGIN OF THE SCHOOL

Our Saviour Lutheran School was established in 1986 by the congregation of Our Saviour to meet the needs of a growing area and as a ministry to nurture and reach out to children and their families in the local neighbourhood. The school began on Tuesday, February 11 with 33 foundational students and two staff who were housed in the current Church Hall. It was not until the following year that the first permanent classroom was able to be used. In faith, and against many obstacles, Our Saviour Lutheran School began.

The congregation of Our Saviour remains committed to enabling the school and its staff to develop to its full potential; the school is committed to its mandate to carry out the ministry and mission for which the congregation established it. Our Saviour Lutheran School is a member school of the Lutheran Schools Association of SA, NT and WA as well as Lutheran Education Australia.

SCHOOL EMBLEM



Description of symbol and meanings:

THE CROSS indicates that Christ, who died for us, is the centre of the school.
THE SUN'S RAYS refer to Christ's resurrection as the true light for daily living.
THE CIRCLE stands for God's love, new every day, and unending.

OUR MISSION STATEMENT

'Our Saviour Lutheran School is a Christ centred school that encourages and supports students to develop their talents, enabling them to enrich and learn from their World.'

OUR VISION

"A 21st century learning community that enables today's students to be successful digital citizens in tomorrow's world."

OUR VALUES

Lutheran Schools across Australia share common values. These values build and contribute towards the ethos of each Lutheran School. The following values reflect characteristics of God and God's will for all people and underpin the life of Our Saviour Lutheran School.

Love	Justice	Service	Courage	Humility
Compassion	Forgiveness	Hope	Quality	Appreciation

PRIMARY YEARS INTERNATIONAL BACCALAUREATE PROGRAM

WHAT IS THE INTERNATIONAL BACCALAUREATE?

The International Baccalaureate is a non-profit, Swiss educational foundation that was established in 1968. They have developed a curriculum for authorised schools to implement for students from pre-school to university matriculation.
We have implemented the Primary Years Program (PYP) here at Our Saviour Lutheran School. This programme is designed for 3 - 12 Year olds. The process of registration with the International Baccalaureate Organisation is rigorous. It requires specialised teacher training and candidate schools are required to undergo rigorous assessment before they are authorised to be called an IB World School.

The most significant and distinctive feature of the IB Primary Years Programme is the **six transdisciplinary themes.**
These themes are about issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to "step up" beyond the confines of learning within subject areas.

- Who we are
- Where we are in place and time
- How we express ourselves
- How we organize ourselves
- How the world works
- Sharing the planet

Within these transdisciplinary themes are the knowledge areas: Language (including German), Social Studies, Mathematics, Science and Technology, Personal, Social and Physical Education and The Arts.

HOW DOES THE PYP WORK?

The **six transdisciplinary themes** help teachers to develop programmes of inquiry-in-depth investigations into important ideas, identified by the teachers, which require a high level of involvement on the part of the students. These inquiries are substantial, in-depth and usually last for several weeks.

Students in the PYP explore each theme by looking at a "unit of inquiry". In each unit, the teacher poses a series of open-ended questions that encourage students to explore all aspects. The questions include:

Form: *What is it like?*
Function: *How does it work?*
Causation: *Why is it like this?*
Change: *How is it changing?*
Connection: *How is it connected to other things?*
Perspective: *What are the points of view?*
Responsibility: *What is our responsibility?*
Reflection: *How do we know?*

Students look for answers to these questions in a variety of ways. They conduct surveys, collect data, observe and measure, and they develop and test hypotheses.

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skilful and better at understanding how to learn.

LEARNER PROFILE

The attributes of the Learner Profile are characteristics valued in the development of an internationally minded person. The attributes apply to students, parents and OSLS staff and are purposefully integrated into learning activities, school planning, policy development and community engagement.

Through using the PYP, we aim to develop the following traits and characteristics of students attending Our Saviour Lutheran School:

Inquirer: Children's natural curiosity is nurtured. They acquire the skills necessary to conduct purposeful, constructive research. They actively enjoy learning, and their love of learning will be sustained throughout their lives.

Thinker: Children exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.

Communicator: Children receive and express ideas and information confidently, including the language of mathematics.

Risk-taker: Children approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.

Knowledgeable: Children acquire a critical mass of significant knowledge through the exploration of themes which have global relevance and importance.

Principled: Children have a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice.

Caring: Children show sensitivity towards the needs and feelings of others. They have a commitment to action and service.

Open-minded: Children respect the views, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.

Balanced: Children understand the importance of intellectual, physical and emotional balance to achieve personal well being for themselves and others.

Reflective: Children give thoughtful consideration to their own learning and analyse their personal strengths and weaknesses in a constructive manner.

"The International Baccalaureate Primary Years Programme aims to develop the individual talents and gifts of young people and teach them to relate the experience of the classroom to the realities of the world outside. Strong emphasis is placed on developing students as critical and compassionate thinkers, lifelong learners and informed global citizens."
(Making the PYP Happen)

ABSENTEEISM

If your child is absent due to illness or injury, please contact the School Office after 9.30am and before 10.00am so that the teacher concerned may be notified of the details. To assist with record keeping, it would be appreciated if any absence is followed up with a written note providing details.

If a child is to leave the school grounds for a scheduled appointment, it is expected that the class teacher is notified in advance, preferably in writing. Parents wishing to take their child out of school for a period greater than 5 days will be required to fill in the appropriate forms from the school office prior to being absent. Parents may not take their children from school during school hours without the consent of either the class teacher or the Principal. Parents are to report to the school office to sign their child both out and in upon return.

Please note the following:
Students arriving at school between 8.50am & 9.20am will be recorded as late.
Students arriving at school between 9.20am and 1.10pm will be recorded as ½ day (am) absent.
Students leaving school early, any time between 1.10pm and 3.15pm will be recorded as ½ day (pm) absent.
Please remember to sign your child in/out at the school office when arriving at school after 8.50am or leaving before 3.15pm.

ACCIDENT INSURANCE

ALL students are covered by ACE Company for a 24 hour/365 days per year cover on any accident incurred at school, or during any organized school activity. Claim forms and further details can be obtained from the School Office.

BANKING

Children are encouraged to bank with the Lutheran Laypeople's League (LLL); forms for opening accounts are normally distributed through the school.

The LLL is an auxiliary of the Lutheran Church of Australia and has been operating successfully since 1921. It administers a system which operates similarly to any bank savings account, but has the added advantage in that the school may borrow funds for building purposes at very favourable rates, provided there are ear-marked deposits held at the LLL. Effectively, this means the school can borrow "against" funds deposited with the LLL. The school would like to see children's savings as a long term interest, so that these and other deposits with the LLL may be borrowed against.

The LLL offers a favourable rate of interest, please refer to (https://www.lll.org.au/savings/interest_rate) calculated on daily balances and this rate applies to all accounts whatever the balance, which is applied annually on 31 May. In addition there are no fees or charges made to your account and accounts are at call, and can be withdrawn at any time.

If parents are going to promote saving habits with their children, we would like to encourage you to open an account for them with the LLL. Deposit accounts can also be opened by other members of the family. Banking is conducted each *Wednesday*.

BUILDING FUND

The School Building Fund is solely for providing money for the acquisition, construction or maintenance of school buildings and includes capital improvements and maintenance as well as installation and maintenance of fixtures. Our School Building Fund is totally dependent on the generosity of school families as school buildings were built using the Lutheran Laypeople's League loan facility. Our financial commitment to repay those loans is ongoing as is our commitment to maintain, improve and extend our school facilities in the future. All gifts made to the Building Fund are voluntary and as such are ***tax deductible donations***.

BUSHFIRE POLICY

Our Saviour Lutheran School has been assessed by the CFS as low risk in the event of bushfire. There are nevertheless certain procedures that have been adopted;

a) In the case of fire breaking out in the rural areas east of the school, children residing in those areas will be kept at school until parents pick them up or advise the school of alternative arrangements. Children who reside in non-threatened areas will be dismissed at the regular time.

b) In the event of an external threat to the school, children will be taken inside their classrooms until the threat of danger has passed.

c) Any excursion that may take students into areas under threat from a bushfire will be cancelled or re-scheduled.

d) Regular fire drills are undertaken to ensure children are familiar with procedures in the event of a fire at the school.

CANTEEN - LUNCH ORDERS

SCHOOL CANTEEN

The school canteen will be opened every Monday and Friday and all canteen items will be provided by the Gourmet Gluten Free Bakery. All items will be available with or without gluten.

Every Monday and Friday a small amount of items will be for sale directly from the canteen. Ordering will not be necessary unless you would like something from the specials menu available only on Fridays. If you wish to order from the specials menu, you will need to pre-order on Monday. You can either put your order in the message box or give it directly to the canteen on Monday lunchtimes. Please ensure that any pre-orders are clearly named with the students year level and what they would like to order on the front of an envelope with the money sealed inside (see below).

Monday & Friday

Purchase directly from Canteen

CASH ONLY

Pie	$4.50
Pastie	$4.50
Sausage Roll	$3.50
Gluten Free Pie	$4.50
Gluten Free Pasty	$4.50
Gluten Free Sausage Roll	$3.50
Slice of Cake	$2.00-$3.00
Bottle Water	$1.00
Juice Box Orange	$1.50
Juice Box Apple & Blackcurrent	$1.50
Juice Box Apple	$1.50

Friday - Special Menu - Must be pre-ordered Monday

Send to the office via the message box or give directly to the canteen Monday lunch time

Drinks

Juice box	$1.50
Water	$1.00

Hot food

Pie	$4.50
Pastie	$4.50
Sausage Roll	$3.50

snacks

cookie	$2.00
Fruit salad	$3.00
Mini muffin pack	$2.00
Muffin chocolate chip	$3.20
yoghurt	$2.00
Piece fruit-Apple or banana	$1.20

All items available GF just ask!

Pack 1 $5.00
Juice Box
Ham and cheese croissant
Piece of fruit

Pack 2 $6.00
Juice Box
Yoghurt
Vegetable slice

Pack 3 $6.00
Juice Box
Hot dog Normal roll / GF roll
Piece of fruit

Smoothies $3.50 Available by order only on Fri days lunch order day

All items except croissant are available GF just mark it on the order

Student Name Year 2
1 pie (GF) $4.50
1 Cookie (GF) $2.00
Total $6.50 Enclosed

CARPARK

CHURCH CAR PARK: **The top carpark -** Parents who use the top carpark (church carpark) must park their vehicle and walk their children to class. This car park is not supervised and parents are responsible for the safety of their children. This carpark is to be used when parents wish to park their vehicle and attend to business at the church or school. For safety reasons children are not to make their way to or from parked vehicles unless accompanied by an adult. The map below provides details with respect to entry only and exit only points.

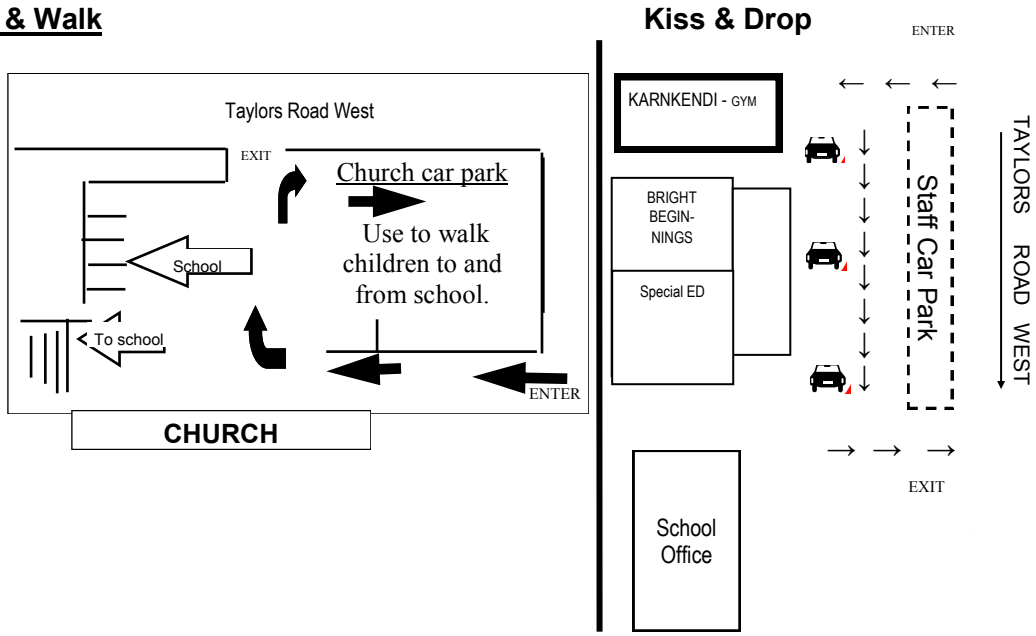
KISS & GO: If you wish to use the kiss & go, please drop students off at the allocated area in the staff carpark, where the teacher on duty is standing. Please access via Taylors Road West at the entrance near the school oval before Karnkendi. Once you reach the pick up/drop off area (not before), collect or drop off your child then continue to the exit towards the school office and back onto Taylors Road West.

The speed limit in the carpark is ***a maximum of 10km/h at all times***. Parents are to carefully observe this limit. There are two school zone areas on the roads surrounding Our Saviour. The speed restriction of 25km/hr applies whenever children are within the zones, at any hour.

As teachers are not on duty prior to 8.30am and after 3.35pm, children who are dropped off before 8.30am will be sent to OSHC and children who are not picked up by 3.35pm will wait for parents in OSHC - Charges for OSHC will be incurred.

We require strict adherence to the instructions outlined to ensure a safe environment is maintained for our children.

Parking & Walk **Kiss & Drop**



CAR-POOLING ARRANGEMENTS

Many families have arranged to share transport responsibilities, thereby reducing the amount of travelling time. While the school encourages car-pooling, parents are asked to inform teachers and their children as to exactly what is happening. Often children are unsure who to go home with, and if teachers have not been informed, it can be difficult.

CLEANING AND MAINTENANCE

The school employs a contract cleaner to maintain buildings to a certain level. However, children are still encouraged to care for their immediate environment, and classroom cleanliness is one aspect of this. The school still relies on volunteer assistance to help with occasional Working Bees so that the school buildings and grounds are kept in good order.

COMMUNICATION AND ASSESSMENT

DIARIES:

Children are issued with diaries from Year 3 to record homework and other relevant details. The diaries are also the main vehicle through which information can travel between class and home. Parents are asked to sign the diaries daily to acknowledge homework or correspondence, and are encouraged to use them as a means of communication with the class teacher.

WRITTEN REPORTS:

Two written reports are sent home annually, one at the end of Term 2, and the other at the end of Term 4. In addition to formal reports, students will share a portfolio of their learning in Tern 1 and 3 Term. Teachers have set aside time for any parents who would like to arrange an interview time to discuss the report further.

PARENT TEACHER INTERVIEWS:

A Parent Teacher interview will be held at the end of Term 1 (compulsory). The aim is to ensure communication between the class teacher and parents, but at no time should these be considered the only option for an interview. If you have concerns or simply want clarification of work being done, please contact the class teacher to arrange a time to discuss your child's progress.

STUDENT LED CONFERENCES - These are held at the end of Term 3 whereby your child will showcase some of the work done during Term 3.

ORIENTATION EVENING:

This annual event held early in Term 4 is designed for parents new to the school. This orientation evening is offered as extra support, so that parents may be clear and satisfied as to what is being taught in the school.

PARENT INFORMATION NIGHT

This annual event is held early in Term 1 and is designed for all parents of the school. This evening is offered so that parents have a clear understanding of the class routines and expectations. Course content and annual camps as well as the means of communication between the classroom teacher and home will be discussed.

INFORMAL COMMUNICATION:

It is our aim to have parents as fully aware and involved with their children's education as much as possible. Parents should feel welcome to discuss any concerns they have with the classroom teacher, Learning Support Coordinator and where necessary, the Principal.

SCHOOL COMMUNICATION - NEWSLETTER

The school newsletter is published fortnightly and send home via skoolbag, an app which can be used on both an iPhone or an android device. Parents requesting a hard copy can do this from the front office.

FAMILY/MEDICAL INFORMATION

Families are required to fill in a Family/Medical Information form at the beginning of each year to enable the school to provide the best possible care for your child. It is important that information be accurate and up to date. Should an emergency situation arise, the school will rely heavily on this information. Therefore it is most important that places of employment and emergency contact telephone numbers, details of access arrangements (if applicable) etc. be supplied to the school. The information provided on this form is confidential and stored in a secure location.

FEES

Tuition fees supplement the money that we receive from the State and Commonwealth Governments. These fees are all inclusive and provide for all the education costs in meeting the child's tuition for the year. The fee covers stationery, amenities, local excursions and performances. It does not include camps and major excursions.

- ★ A schedule of current school fees is available from the school Office.

Please note:

- ★ Payment of fees may be made by cash, cheque, EFTPOS, internet banking or direct debit and are payable by the due date advised.
- ★ When a student is withdrawn from the school, parents are required to give the Principal a term's notice, in writing, before the withdrawal date, otherwise parents will be liable for an additional term's fees.
- ★ Our Saviour Lutheran School strives to be available to all families in the community. Similarly, if your circumstances change and payment of fees becomes difficult, fee assistance is available upon application to the Principal/Bursar. All matters are treated with sensitivity and confidentiality.
- ★ Circumstances involving the continued non-payment of fees and disregard of notices will be placed in the hands of a debt collection agency and any costs incurred will become the responsibility of the debtor.
- ★ Our Saviour Lutheran School Council reserves the right to terminate the schooling of a student whose fees are in arrears.
- ★ The School also reserves the right to charge late payment fees on an overdue account.

FREE WILL OFFERING

The school worships together once a week on Friday mornings. During this time an offering is taken. Where possible we ask that you encourage children to give something at this time as this money is used to support various charities and services for those less fortunate than ourselves. Organisations that have been supported include Bibles for Ghana (Bible Society), Mission Australia, Leprosy Mission; various disaster appeals through Lutheran World Service, World Vision (we have two sponsor children) and Lutheran Community Care etc.

HOMEWORK

By working in partnership with families, we believe that by the time children leave primary school, they should have developed good study habits. Homework helps to reinforce and supplement work that has been taught in the class. Some children thrive with the reinforcement of what they have learned at school in the home environment. The quantity and type of homework set at school is flexible and can vary, but the following information may be taken as a general guide:

Guidelines - Years R-1 students

Children in these year levels will take home a reader and sight words to go through with their parents at home. It is recommended that parents role model the reading process with their child, allowing them to 'have a go'. The older the child gets, the more reading you can expect from them. It is important at this age for parents to play with children or participate in some meaningful way, i.e. bake a cake. Children of this age are not usually expected to complete school work at home.

Guidelines - Years 2-7 students

Aims:

a) To develop regular study habits, the skill of learning, and self-discipline;
b) To bring some aspects of school life into the home, and give parents an opportunity of sharing in children's school interest.

Method:

Families today are busy so scheduling in a time for homework will assist your child to complete it. Establishing routines in the early years will make homework a habit as they get older.

The supervision of homework should not lead to stressful situations. That is, parents and children should not become agitated by the issue. If your child is reluctant to complete homework at home, please communicate this to the teacher. Provisions can be made during the school day to complete work to your child's best ability. Homework is not usually set on Friday evenings.

Suggested MAXIMUM times per night in one sitting:

Year 2:	10-20 minutes
Year 3:	10-20 minutes
Year 4:	20-30 minutes
Year 5:	20-30 minutes
Year 6:	30-40 minutes
Year 7:	30-40 minutes

If your child is spending excessive amounts of time on certain areas of study, please see the teacher. This is the first step towards the discovery and correction of a learning difficulty.

It is important that your child has a place to do homework that is well lit and comfortable to do homework. It should be reasonably free from distractions to maintain a routine.

HOT WEATHER

In extremely hot weather, 35^0 C plus, our Extreme Weather Policy will come into effect. As the majority of the school is airconditioned, including all classrooms, it is often unnecessary to remove children earlier than normal dismissal at 3.15pm. Teachers restructure the timetable to avoid outside activities, and structure more informal lessons as appropriate to the hot weather.

If the weather forecast is 35^0C or more sports practice will be cancelled. If in doubt, contact the school office.

INFECTIOUS DISEASES

These guidelines have been adopted from the National Health and Medical Research Foundation, June 1992. These are guidelines that have been drawn up on the premise that children who have been ill will not return to school until they have fully recovered.

Chicken Pox - Exclude until fully recovered or at least 7 days after the eruption first appears. Note - some remaining scabs are not an indication for continued exclusion. Any child with an immune deficiency (eg leukaemia) should be excluded for their own protection. Otherwise not excluded.

Conjunctivitis (Acute infectious) - Exclude until discharge from eyes has ceased. Contacts not excluded.

Diarrhoea - Exclude until diarrhoea has ceased. Contacts not excluded.

Diphtheria - Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later. Contacts exclude family/household contacts until cleared to return by an appropriate health authority.

Glandular fever - Exclusion not necessary. Contacts not excluded.

Hepatitis A - Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice. Contacts not excluded.

Hepatitis B - Exclusion is not necessary. Contacts not excluded.

Hepatitis C - Exclusion is not necessary. Contacts not excluded.

HIV - Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right. Contacts not excluded.

Impetigo (School sores) - Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing. Contacts not excluded.

Measles - Excluded for at least 4 days from the appearance of the rash.
Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the latest case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.

Meningitis (Bacterial) - Exclude until well. Contacts not excluded.

Meningococcal Infection - Exclude until well. Contacts not excluded.

Mumps - Exclude for at least 9 days after onset of symptoms. Contacts not excluded.

Poliomyelitis - Exclude for at least 14 days from onset. Readmit on a medical certificate of recovery. Contacts not excluded.

Ringworm, Scabies, Pediculosis (Lice), Trachoma - Exclude until the day after treatment has commenced. Contacts not excluded.

Rubella (German Measles) - Exclude until fully recovered or for at least 4 days after the onset of rash. Contacts not excluded.
NOTE: Female staff of child-bearing age should ensure that their immune status against rubella is adequate.

Streptococcal infection (including Scarlet fever) - Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well. Contacts not excluded.

Tuberculosis - Exclude until production of medical certificate from appropriate health authority. Contacts not excluded.

Typhoid and **Paratyphoid fever** - Exclude until production of a medical certificate of recovery. Contacts not excluded.

Whooping Cough (Pertussis) Exclude for 5 days after starting antibiotic treatment. Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.

INFORMATION COMMUNICATIONS TECHNOLOGY (DIGITAL TECHNOLOGY)

Learning in Digital Technology takes place across all curriculum areas. Teachers plan ways of incorporating the teaching and use of Digital Technology, in a meaningful way, within the school's existing curriculum. From Foundation (Reception) to Year 7 students learn to use data in its various forms to design digital solutions and representations.

To enable both teachers and students to develop ICT skills Our Saviour has shown an ongoing commitment to the development of IT resources within the school. The school is committed to the ongoing use of digital technologies, in whichever format best facilitates student learning.

The school has use of a wireless network where students and teachers can access the internet or their saved data from any learning area within the school. Students currently have access to stand alone computers and laptops as well as each class being supported with an interactive whiteboard. The school is also supported by iPads and a 1:1 iPad BYOD program from Year 4 to 7.

LAP PROGRAM

The Learning Assistance Program is a state wide initiative that is available to students at all levels across all educational sectors, government and private, and has been running for some years.

LAP involves matching volunteer tutors with individual children to guide them through their work. Activities will vary according to the needs and interests of the child.

The school has several LAP tutors operating now, and is always willing to train more volunteers who can commit a regular time.

LEARNING SUPPORT

Learning Support aims to cover a wide spectrum of need among the children at the school, This program incorporates elements of researched based instructional programs such as, Working with Words, Read Naturally, Rainbow Reading and other Maths interventions. The coordination of LAP; and also supporting where possible, class teachers with interventions for children with learning disabilities / difficulties or are at risk of falling behind the benchmarks in literacy and / or numeracy.

Children with specific learning needs are identified and either individual Learning Plans (students with learning difficulties) or Negotiated Learning Plans (students with Learning Disabilities) are created to assist them reaching their full potential. This may be supported in the classroom, Learning Support Room, individually or in small groups.

The Learning Support Coordinator, in conjunction with the classroom teachers, will be developing and supporting students who are identified as gifted and talented within the classroom. The Learning Support Teacher co-ordinates specific gifted and talented opportunities through competitions and special projects.

LIBRARY

In addition to holding books, the library also houses numerous posters, games, audio visual and teachers' resources. Students are able to conduct research and search for materials using the computerised Library Search facility.

Our library is well served by a part-time library assistant. One of the aims of the library is to provide a rich supply of material appropriate for pleasure and study, and new titles are being constantly added. Parent helpers are sought to help with covering, cataloguing and computer data entry.

Children may borrow books for up to 2 weeks; junior primary children are provided with a special library bag. In addition to programmed library lessons, the library is open to children almost every lunchtime and collaborative sessions are provided for middle and upper primary students.

Parents are advised that lost and damaged books will be charged according to the books' replacement value.

LOST PROPERTY

All belongings should be clearly labelled, making identification easier. However, articles still go missing (particularly clothing), and may be found in the LOST PROPERTY box, housed in the Library. At the end of each term, any unclaimed property will be disposed of, eg. via the second hand clothing shop.

MEDICATION

A parent, whose child requires oral medication to be administered throughout the day, is requested to accompany the medication with full written details including student's name, medication and dosage required to the School Office. All medication will be administered by Office staff. Instructions also need to be given to the class teacher indicating the time at which the child is to be sent to the Office for administration of medication. If your child is on long-term medication to be administered at school, instructions from the child's doctor are required.

If your child has a recurring problem, eg hayfever, headaches, etc. medication can be left at the School Office with signed instructions to administer as required.

MUSIC - EXTRACURRICULAR

Private Instrumental Tuition is offered to students in **Years 3-7** at Our Saviour as part of our Arts program. Year 1-2 students will also be considered upon negotiation with their Class teachers and the instrumental teacher concerned. Tuition is organised by the school in a range of instruments, and delivered by private teachers who visit the School each week providing lessons to enrolled students during the course of the school day. Half hour individual lessons are organised on a rotating timetable to ensure that students do not regularly miss the same school classes. Instrumental lessons commence in Week 2 of Term 1, and continue on a weekly basis for the remainder of the year. It is expected that students enrolling for instrumental tuition will commit to regular daily practice and complete work missed in their absence from school classes. Prompt payment of lessons is by way of agreement between instrumental teachers and parents and does not involve the school.

School Band is held each week for students in Years 4-7. Students need to have had one year of tuition prior to joining the band and must be currently receiving instrumental tuition to be part of the band. Preference will be given to wind and string players.

School Choir is held once per week for students in Years 4-7. Students perform throughout the year on and off campus and participation in performances is a requirement.

Music Night is held on a Thursday evening towards the end of Term 2. All students receiving instrumental tuition (either on or off campus) are invited to perform one piece. The School Band also performs on this night.

NAMING OF PERSONAL PROPERTY

Students need to take proper care of their personal property. To help them in this, parents are asked to ensure that all clothing, books, sporting equipment and other personal belongings are clearly named.

We strongly recommend that parents monitor children bringing valuable items such as jewellery, watches, games and calculators to school. However if these items must be brought to school, we recommend that they be engraved with at least the initials of the owner.

Please note that personal property coming to school is not covered by the School's insurance, therefore any loss or damage will not be the responsibility of the school.

NEWSLETTER - *'Pencil Post'*

The Pencil Post is sent home every second Thursday afternoon via sKoolbag and by request a hardcopy may be sent home with the oldest child in each family, and parents should expect this as a routine matter.

The newsletter is invaluable as a means of keeping informed of school happenings and activities, helping to keep you in touch. If you miss a copy, you can always download a copy from our website at www.osls.sa.edu.au

NO SMOKING POLICY

Our Saviour Lutheran School has adopted a policy declaring the entire school to be a smoke -free zone. The policy covers school buildings and grounds, and extends beyond normal school hours to include social functions held at the school. In the interests of our children's health, parents and visitors to the school are asked to observe this decision.

NUT GUIDELINES

Our Saviour is committed to working towards the provision of a safe environment for all members of its community. We recognise that for a growing number of our students, exposure to peanuts and/or tree nuts, presents as a potential hazard and in some cases can *be life threatening.*

Whilst it is primarily the responsibility of the parent to teach a child protective behaviours, the school also has a role to play in implementing appropriate strategies and reasonable guidelines in order to minimise the hazard of contact with peanuts or tree nuts for students at risk of an anaphylactic reaction.

Parents of students who have been identified as having an allergic reaction to peanuts and/ or tree nuts, must provide the school with a written diagnosis, an individual management plan from the treating doctor and any necessary medication (such as an epi-pen). Staff at OSLS receive training in the management of anaphylaxis, including training in the use of an epi-pen, on a regular basis during First Aid training.

The school strongly recommends that students identified as having a severe allergic reaction to peanuts and/or tree nuts consume foods that have been prepared at home. Where this presents as a difficulty i.e. school sleepovers or camps, teachers may request that the student's guardian attend these events in order to supervise and assist with the preparation of foods.

The following restrictions are also to be adhered to:

- All students may only eat food from their own lunch boxes: no sharing or trading.
- All lunch boxes and drink bottles are to be clearly named.
- Although the School recommends that students identified as having a severe allergic reaction to peanuts and/or tree nuts, only consume foods that have been prepared at home, we recognise that there will be times when this may not be a realistic expectation (i.e. in the case of class parties.) In these situations the School will defer to the discretion of the parent

to responsibly direct alternative arrangements. This may include arranging for the supervision of an informed adult such as a guardian or the class teacher.

- Foods containing the warning 'may have traces of nuts' may be brought to school.
- **Whole nuts (peanuts, almonds etc.)** may **not** be brought onto the school grounds.
- **No peanut butter/hazelnut spreads in sandwiches**.
- **No nut bars**.
  - Students who inadvertently bring these foods to school will be asked to consume them in a restricted area (front office) and then wash hands thoroughly afterwards using soap.

OUR SAVIOUR LUTHERAN CHURCH

Our Saviour Lutheran Church is located just up the steps from the School. Apart from the geographical proximity, our school enjoys a close relationship with Our Saviour congregation as we work together in its mission, 'Connecting For Life.'

There are many things happening at Our Saviour Lutheran Church to which School families are warmly invited, including:

Connect Events: During the year we will be holding 3 large special events in which the school and the church can have fun and work together.

Worship:
School Family Services- These are held once a term on a Sunday morning and are an opportunity for the church and school to worship and enjoy life together.
9.00am Sunday- These intergenerational worship services seek to engage people of all ages. Using contemporary music our bands lead us in a time of worship. Drama and multimedia are used to enhance the message which is strongly biblical and clearly relevant to every day life.
6pm Sunday Reality- The evening service is energetic and the music is louder. Multimedia, drama and relevant preaching are used to engage people in worship.

Koolbeans- A primary age (years 4-7) youth program.
Explorers- A youth program for high school aged youth.

Playgroup- Wednesdays 9.00am – 11am during school term for parents/carers of 0-4 year olds.

For more information please contact the church on 82704466. **Pastor**: Andy Kowald.

OUR SCHOOL FAMILY DIRECTORY

"Our School Family Directly" is a handbook given out to each family at the beginning of every year. In it, parents will find the Areas of Responsibility for school staff, names of the School Council, names and contacts of the Parents and Friends Auxiliary, private music tuition and contact details of families of the school. This book is provided as a service to families of Our Saviour Lutheran School and is not available for general distribution.

OUT OF SCHOOL HOURS CARE (OSHC) & Vacation Care

OSHC operates from Monday to Friday, before school from 7.00am until 8.30am and after school from 3.15pm until 6.25pm. The purpose of the OSHC program is to provide a safe, interesting and relaxed environment for children while parents work, study or have respite and to give children access to a range of recreational and social activities. It is available to regular and occasional users.

Vacation Care runs for at least 7 of the holiday weeks but is subject to sufficient numbers.

A booklet detailing the operation of the OSHC program and fee structure at Our Saviour is available from the School Office, or from the OSHC coordinator and includes a registration form which is required to be completed annually by users of the program and lodged with a $30 registration fee per family.

OUTDOOR EDUCATION

Outdoor education activities are defined as those that occur outside of the classroom. These experiences provide an experiential style of learning and offer opportunities for the development of a range of skills, attitudes and understandings not readily accessed within the confines of a classroom. Each class participates in a minimum of two excursions per year designed specifically to enrich the classroom program. Students from Years 3-7 also have the opportunity to participate in class camps which are offered biennially. The camp program offers opportunities for students to develop social, communication, physical, problem-solving, decision-making, teamwork, initiative, self-sufficiency skills as well as a greater understanding of environmental issues.

PARENT INVOLVEMENT

The school acknowledges and greatly appreciates the time and skills offered by parents in a wide range of areas. There are many opportunities for parents to assist and support the school and we welcome your input. The Parental Involvement Policy at the back of this booklet clarifies where and how you can assist.

PASTORAL CARE

Together with the central task of educating students, teachers and staff in partnership with parents, aim to create a safe and caring environment for students at Our Saviour.
Children's emotional and spiritual welfare as well as physical safety, is our concern. While we have policies and procedures to manage certain behavioural and learning difficulties and concern, we are also keen for each child, as a precious gift from God, to experience genuine care at our school.
All staff take on that role and may also at times, call on others to help and support. In a similar way, where parents or others in our school community are in need of care and help we try to offer it. If ever you, or others you know, are in need of any kind of support, please contact either your class teacher, the Community Carer or Principal. All information is treated as confidential.

PFA - PARENTS AND FRIENDS AUXILIARY

This organisation has been formed in order to give all parents more opportunity to be involved in the educational programme of the school. In addition to supporting the school in its objective of providing a Christian based education, the PFA also aims to:

- stimulate an active interest in the life of the school
- foster fellowship amongst parents and friends, and

- assist in the maintenance and improvement of the school and grounds through fund raising and working bee activities.

The PFA Auxiliary is responsible to the Principal for its activities and presents regular reports to the School Council. The President of the PFA is currently elected to the School Council each year.
Membership is open to all persons interested in the welfare of the school and entitles members to vote at the AGM of the PFA each year.

PRIVATE TUTORIAL ARRANGEMENTS—DUTY OF CARE

Parents may from time to time arrange the services of para-professionals to assist with specific areas of learning or music tuition (see Music – extracurricular) for children, which may be carried out during school hours. While the school provides facilities for lessons to take place, all arrangements made between parents and instrumental teachers is independent of school responsibility.

All instrumental teachers are experienced musicians who come to us highly recommended. National Police checks are required to be completed by all teachers at the commencement of each school year. Instrumental teachers also sign an agreement with the school outlining the expectations and requirements of teaching at Our Saviour. A student agreement is required to be signed by all students and their parents at the commencement of tuition.

SCHOOL CARD

School Card was a scheme to provide assistance for educational expenses for full time students of low income families. Whilst this scheme is no longer applicable to Independent schools, we will honour fee concessions to eligible low income families. Further information may be obtained in confidence from the Bursar or Principal.

SCHOOL COUNCIL

Administration of the school is exercised by the School Council through the Principal. The School Council is a body elected annually by the members of the congregation, together with two parents who are not OSLC congregational members and the Principal, Pastor and Bursar.

Your participation in Council or any of its sub-committee functions is always welcome. Please contact Council Chair or the Principal for further information.

SCHOOL ORGANISATION

Children are expected at school by 8.45am, so that morning lessons can begin promptly at 8.50am.
The following is the routine scheduled for a school day:

7.00-8.30am	Before School Care program operates
8.30-8.45	Children arrive - go to classes
8.50	School starts
10:50	Recess
11.10	Lessons
1.10 pm	Lunch (supervised while children eat)
1:20	Lunch - play
2.00	Lunch concludes
3:15	Children dismissed
3.35	kiss and Drop Finishes
3.15-6.25	After School Care program operates

SCHOOL ORGANISATION Cont.

Following is a routine scheduled for a week:

Monday:	*Staff Devotion*—8.10-8.30am* (the school office in un-manned during this time so please defer from making phone calls until 8.30am) . *School Assembly*—2.45pm. Includes guest speakers, presentation of awards and certificates and special class presentations.
Tuesday:	*Staff Devotion*—8.10-8.30am* Choir—2.30-3.10pm *Staff Meeting*—3.45-5.00pm Staff are unavailable for interviews after School on this day.
Wednesday:	*Staff Devotion*—8.10-8.30am* *LLL Banking*—LLL bankbooks to be placed in the message boxes in each class in the morning for banking.
Thursday:	*Staff Devotion*—8.10-8.30am* *School Newsletter*—sent home with the oldest child in each family.
Friday:	*Staff Devotion*—8.10-8.30am* *School Worship (Shout)*—9.00am. Led by classes and Church Staff and including a freewill offering for donation to a nominated charity.

Parents are advised that staff are on duty from 8:30 am until 8:50am, and again from 3:15pm until 3:35pm. Children arriving at school before 8:30am, will be booked into the Before School Care Progam. Children not picked up by 3.35pm will be booked into the After School Care Program, unless engaged in after school activities, ie. sport or music.
Staff are on duty in the playing area during recess and lunch. All children must be seated under supervision from 1.10pm until 1:20 pm, to help ensure that lunches are eaten.

SCRIPTURE/WORSHIP PROGRAM

Friday mornings begin with whole school worship, called SHOUT (the children SHOUT for Joy!). The form may vary, and can be led by children, or church and school staff. Worship is held at Our Saviour Lutheran Church.

Class devotions are held on Mondays through to Thursday in the morning.

Worship is central to the school's philosophy, and reflects the "worshipful" lives that the children are encouraged to lead.

The school, in conjunction with all Lutheran schools, has adopted a Christian Studies program entitled Christian Studies Curriculum Framework. It is a program that is in keeping with the Confessions of the Lutheran Church and is designed to evoke active student participation, reflection and action. It is an expectation that regardless of background or belief, all children attending the school participate in Christian studies. Where possible, teachers will incorporate Christian Studies into their Unit of Inquiry.

SPORT and PHYSICAL EDUCATION

Sport at the school takes a variety of forms, including a fitness program that is undertaken regularly throughout the entire school, Weekly Physical Education lessons cover a range of sport and movement skills, and possible participation in a school sports team. Our Saviour participates in a number of SAPSASA competitions, of which athletics, cross country, netball, cricket and soccer are annual events.

The disciplines offered in the OSLS team sports will depend on parental support, children's interests, and the availability of a suitable affiliation. The school currently has cricket, netball, soccer, and basketball teams. Skills sessions and 'friendly' matches are organised and also scheduled in other team sports. All players, spectators, coaches and supporters are asked to refer

to the School Sport—Code of Ethics and Behaviour policy in the back of this book prior to any involvement in School sport to familiarise yourself with the School's expectations.

SPORT - PRACTICE

Parents are asked to note that school sport practice is only for those children directly involved in the sport. Siblings should only attend practice if personally supervised by a parent. The teacher or parent in charge of a sports team have a duty of care to the children in their team only. Parents will need to arrange for non-playing siblings who cannot be supervised to attend the After School Care Program.

Please note that where the expected temperature is equal to or greater than 35^0C, practice will be cancelled. If in doubt, contact the school office.

During inclement weather, a decision will be made by 3.00pm on the day of practice, as to the cancellation of practice. Parents are asked to phone the School Office on or after 3.00pm to determine status.

SPORTS DAY

A tabloid sports day is held annually and the children are placed in a school team, Chandler [yellow], Windebank [red], Mason [green] or Taylor [blue] in which they remain during their primary years; members of the same family will be placed in the same team. The focus is on participation and fun, and parental involvement is encouraged. The Sports Day also serves as a selection day for entry to District SAPSASA athletics representation for students from Years 4-7. School House Captains play a major role in the coordination of the day.

SRC - STUDENT REPRESENTATIVE COUNCIL

The school has encouraged the formation of a Student Council, with representation from all classes. The SRC gives the students an opportunity to have a say in what is happening at school, in addition to learning the valuable skills of communication, negotiation, decision making and working in groups. The SRC is a vehicle for providing feedback and links with each class in the school. Our SRC will, over time encourage school spirit and pride, and contribute towards improvements within the school. Students are elected to the SRC by their peers, and the positions carry a number of responsibilities, some of which may need to be done in their own time.

STAFF

The school is served by a dedicated and highly professional staff. All teachers are registered by the Teachers Registration Board of South Australia, and are required to undertake relevant professional development towards Accreditation as directed by the Lutheran Church of Australia. The school is also served by Classroom Support Officers, Secretary, Bursar, a Grounds person and OSHC Co-ordinator. All staff can be identified by their Our Saviour Lutheran School badges.

STUDENT LEADERSHIP

Throughout a student's life at Our Saviour Lutheran School there are many opportunities for them to participate in leadership roles. Representation on the SRC from Year 1 through to Year 7; House Captains and Vice House Captains in Year 7; and School Captains in Year 7. The two School Captains elected annually by their peers and teachers are seen as the student ambassadors for the school, attending many formal functions on behalf of the students of Our Saviour as well as speaking on behalf of the students to guests of the school. All students in Years 6 and 7 participate in a student leadership program led by their class teacher. Additional leadership roles will be developed according to the needs of the school under the direction of the Year 7 teacher.

UNIFORM

All students must wear the school uniform set out in the School's Uniform Policy (see page 51) whilst at school and when travelling to and from school, except when special permission is given. Regular monitoring will take place in the classroom with teachers issuing Uniform Infringement Notices to those students who do not comply with the uniform policy. This notice is to be signed by parents and returned to the School.

Please include a note in your child's diary if you have difficulty in obtaining the correct school uniform for your child. We request the full co-operation of parents in ensuring that our school uniform is worn correctly.

Teachers will designate on which days students will wear sports uniform to school. While these days will be set (usually twice per week), additional arrangements may be made throughout the year to take into account specially organised sports clinics, events, performances etc. This will be arranged by classroom teachers and will be communicated to students.

'VALUING SAFE COMMUNITIES'

'Valuing Safe Communities' is a program that has been adopted by all Lutheran Schools in accordance with our Child Protection Policy. In compliance with this policy and the Children's Protection Act 1993, schools are also required to develop a Volunteers Policy. To ensure that all children are safe from harm and, as far as practicable are cared for in a way that allows them to reach their full potential, any volunteer who spends time with individuals/pairs of children on a regular basis or who accompany students on camp, will obtain a DCSI National Police Certificate. These Police Certificates will need to be updated every three years. A recently approved policy is included in the Policy section of the Handbook.

YEAR 7 JUMPERS

As a privilege of leadership in the School, each year our Year 7 class is permitted to design a printed windcheater which can be worn as an alternative to the sports jacket and school jumper (except on formal school events). This item is ordered during Term 4 (the year prior) and the cost of purchase is borne by parents.

APPENDIX

HEALTHY EATING GUIDELINES

We provide the following guidelines, adapted from the *'Healthy Eating Guidelines for Schools'* handbook, developed by Eat Well SA, DECS, Dept of Health, to assist you as parents in providing the best possible food choices for your children to help them concentrate and learn to their potential.

Children and adolescents with appropriate nutrition have improved cognitive development, attention span, work capacity, classroom behaviour and attendance at school. Establishing healthy eating patterns at a young age provides a critical foundation for good eating patterns in adult life. For good health, school-aged children need to drink plenty of water and eat plenty of fruit, vegetables, legumes and cereals, adequate amounts of lean meat and low fat milk products and choose foods containing less fat, saturated fat, sugar and salt.

The recommended fruit/vegetable intakes are:
4-7 year olds – 1-2 servings of fruit, 2-4 servings of vegetables
8-11 year olds – 1-2 servings of fruit, 3-5 servings of vegetables
12-18 year olds – 3-4 servings of fruit, 4-9 servings of vegetables
Fluid needs are best met by water and milk; fruit juice in limited quantities (1/2 cup per day). Soft drink consumption should be limited as these are high in sugar and energy content.

Recommended foods:

- **Breads, Cereals, Rice, Pasta, Noodles including:**
  - All types of bread (white, wholemeal, wholegrain, rye, pita, flat breads, slices, rolls, pocket).
  - Breakfast cereals – wholegrain ready to eat varieties, rolled oats, those with minimal added sugar, salt and fat.
  - English muffins, crumpets, rice cakes, low fat scones, pikelets, fruit loaf.
  - Rice, pasta, noodle dishes (eaten with low fat/low salt sauces containing vegetables).

- **Vegetables, Legumes including:**
  - Cooked vegetables (on own or included in meals)
  - Salads (on own or included in sandwiches, burgers)
  - Baked beans, 3 bean mix
  - Soups
  - Popcorn (plain)

- **Fruit:**
  - Fruit – fresh, frozen, tinned (in water or natural juice)
  - Fruit salad

- **Milk, Yogurt, Cheese:**
  - Yogurt (fresh and frozen) – low fat, plain and fruit
  - Cheese – hard, yellow and soft white varieties (in sandwiches, to garnish pasta or as a snack with vegetables)
  - Custards (served with fruit)

- **Meat, Chicken, Fish, Eggs, Nuts, legumes:**
  - Lean meats, fish, chicken (in sandwiches, burgers, vegetable based dishes like soup and stir fries)
  - Eggs (hard boiled with salads, omelettes served with bread)
  - Legumes (baked beans)

- **Beverages:**
- Waters, plain, (no sugar or sweeteners)
- Milk (low or reduced fat), plain or flavoured, soy milks
- Hot milk drinks (low or reduced fat)
- Fruit smoothies (low or reduced fat milk or yogurt with unsweetened fruit)

Not Recommended foods:

- Nuts, unsalted (not recommended for under 5 years of age) (as a snack) – *please refer to **OUR** Nut Guidelines (We are a nut free school)*
- Deep fried foods (hot chips and donuts)
- High fat foods (pastry-based—pies, pasties, sausage rolls, sausages, pasta with creamy sauces, pizza, crumbed and coated food that are deep fried)
- Snack foods with high fat, salt and or sugar contents (chips, lollies, chocolate, sweet bars like muesli bars, cakes, muffins, Danishes and sweet biscuits, icecreams, savoury biscuits, jelly).
- Beverages such as soft drinks, sports drinks, cordials and fruit juice drinks (containing sugar or sweeteners)
- Food and drinks containing high levels of caffeine or guarana.

- *"Adapted from 'Healthy Eating Guidelines in Schools' provided by Eat Well SA, DECS, Dept of Health"*
- **Some Healthy lunchbox suggestions:**
- A healthy lunchbox is vital to help children be active, concentrate and learn.
- Pack a drink (water is the best choice). You can add variety with a small serve (125ml) of 100% fruit juice or even dilute juice with water. A frozen drink bottle will provide an icy treat and may help keep food cold.
- Pack a sandwich (or alternative). Choose wholemeal, wholegrain or rye bread, flatbread, a bagel, roll or crackers. Add favourite fillings such as ham, tomato, salad etc.
- Add fresh fruit (or a fruit snack pack). Vary what you include (seedless grapes, whole strawberries, peeled orange, melon/pineapple chunks etc). Try a tub of fruit pieces in natural juice (don't forget a spoon).
- Select one or two snacks, eg sweet or savoury mini muffins, tub of reduced-fat yogurt, salsa or hummus dip with wholegrain crackers or vegetable sticks. *(Filling lunchboxes with too many highly processed, packaged foods, can provide a 'sugar-hit' for children which can cause them to become restless, irritable and unable to concentrate).*
- Please do not include lollies or chocolates in children's lunchboxes.
- During hot weather, lunchboxes are kept in the classrooms to help keep them as cool as possible.

ALL CURRENT SCHOOL POLICIES ARE AVAILABLE ON SKOOLBAG.