

LANCE HOLT SCHOOL



Handbook

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Values Statement

At Lance Holt School:

We are committed to developing a wonder of the natural world and encouraging care of the environment that reflects a global stewardship;

We recognise the importance of learning as a life-long process;

We actively pursue cooperation and the peaceful resolution of conflict;

We recognise the special vulnerability of children and their need for a safe and healthy environment;

We see the education of children encompassing their social, emotional, academic and physical development;

We promote shared responsibility with regard to the relationship between self and community;

We understand the diversity and uniqueness of the Fremantle community and respect the special relationship between ourselves and that community; and

We affirm the equal worth and basic right of all persons. In doing so we recognise individual differences and the uniqueness of the individual.



Lance Daly-Holt



In November 2010, school founder Lance Holt returned to Western Australia to join in the school's 40th birthday celebrations, a weekend of events culminating in a party at Fremantle's Fly By Night attended by over 500 past and present students and their families. Afterwards Lance wrote to say: 'I'm in awe of the school as a successful ongoing institution and of all those whose great efforts have contributed to making it the truly wonderful place it is today.'

Lance was interviewed in 2020 for the podcast series 50th birthday of the school. A link to the podcast is on the school website.

How it all began

The original Lance Holt School was founded in 1970 by the educational pioneer Lance Holt, with 21 students in a building in North Fremantle. Four years later, the school moved to its current home at 10 Henry Street in the heart of Fremantle's West End.

In 2004 the Heritage Council of WA listed Lance Holt School on its Register of Heritage Places as 'the State's oldest community school . . . [providing] evidence of a shift in the educational philosophies in the 1970s towards a more community-based education and school administration'. The register describes the school as 'the only known existing example within Western Australia of a commercial building adapted for use as a full-time educational facility for children. '

A child-centered school

Lance Holt set up three schools in the early 1970s, but we are the only one that still carries his name. In the early days the school was regarded as 'alternative 'but over the years it has undergone a number of changes, shifting its emphasis in subtle ways. Underlying the shifts is a consistent maintenance of many of the educational principles that Lance Holt advocated, including the importance of respecting children; the central role of the school in its community; and the vital balance between fostering the unique qualities of individuals as well as social and ecological responsibility.

Lance Holt School is a community school and we see our place in Fremantle as very much a part of that community. We are involved locally with the arts, environmental care projects and with tertiary institutions. Possibilities exist for our students to engage in a wide range of action learning, for example: coastal care, bush regeneration and solar design projects; attending local theatre productions and providing feedback to the performers; and human movement programs with universities.

We are committed to supporting teacher training and routinely host student placements from universities, thereby offering future teachers the opportunity to experience our unique educational practice. The school is a member of the Association of Independent Schools of WA (AISWA). We receive funding from the Commonwealth, WA State Government and from fees paid by parents. We have stable student numbers and staff, and a progressive curriculum that aims to give students a comprehensive, yet individually-tuned, education.

The Curriculum

At Lance Holt School we recognise that all students are individuals and have different abilities, learning styles and learning rates. We design the curriculum with an emphasis on encouraging and supporting each student to achieve his or her potential.

The staff aim to understand the skills, knowledge, talents, interests and abilities each student brings to the school and to build upon these through the classroom curriculum and co-curricular activities.

Literacy and numeracy are the primary focus of teaching and provide the core curriculum in the early years.

During 2011 Lance Holt School, together with other schools across state, began the transition to the Australian Curriculum. Our focus will continue to be on the English, Mathematics, Science, Geography and History and Arts learning areas, relating to the WA Curriculum. Further information about the WA Curriculum is available at www.scsa.wa.edu.au

Learning is explored through a project or inquiry approach, where the children are actively engaged in finding information, forming hypotheses, then testing and evaluating them. Risk-taking, trial and error, and the classroom community of learners provide opportunities for the children to extend their own thinking and learning about a topic.

Staff at the school participate in a variety of action research projects, including inquiry learning, critical literacy, nature-based education, play-based pedagogy and values education. Our projects have informed State and Federal educational policy, particularly in the areas of sustainability, values education and Social and Emotional Learning. These projects inform teaching practice and provide diverse and enriching programs for the students.

The core curriculum is enhanced by specialist teachers. Specialist staff teach Physical Education, The Arts (visual art and drama) and Languages (Italian); short-term specialists are engaged for special projects.

Information and communication technology combined with arts media is a special focus for the older students. We provide students with a diverse program in which they learn animation, filming, editing, story boarding, iMovie and clay animation.

Class teachers and specialist teachers ensure that each student is engaged in enriching learning experiences to achieve the curriculum standards as well as fulfil their own potential as critical, creative and compassionate learners.

How we report

Teaching staff complete a variety of student assessments throughout the year. These range from informal observations to standardised testing, and reflect our belief in an individual and developmental approach. These assessments are non-competitive and used to inform teachers' planning and to keep track of each child's progress.

The staff report on children's progress in a number of ways. We have parent/ teacher meetings and Parent Information Evenings for each year group to discuss the plans and progress for each class. Every year we conduct a 'learning journey' morning where each child can share their learning with their guest.

Our teachers use Educa which is an online platform tool for the communication and documentation of children's learning. This is your child's online portfolio.

The school also provides a written report on your child's progress twice a year from Pre-Primary to Year 6 at the end of Term 2 and 4. Parent/Teacher interviews are held at the beginning of Term 3 for Kindy to Year 6.

Parents have the opportunity to visit classrooms and can view children's work. The displays in the class provide a wealth of information about the children's learning.

In Years 3 and 5 all students participate in the NAPLAN testing (Australia-wide testing in literacy and numeracy). Parents receive an individual report about their child's performance in NAPLAN.

Parent interviews and meetings

All classes have parent-teacher evenings during the first couple of weeks of the school year. Attendance is highly recommended and there is an expectation that at least one parent from each family will attend. Formal Parent/Teacher interviews are held at the beginning of Term 3 for Kindy to Year 6. If at any other time of year you want to have a one-to-one meeting with your child's teacher, just make an appointment with the teacher.



Our teaching staff

All teachers employed by Lance Holt School are registered with the Teachers Registration Board of WA. They are committed to the values and philosophy of the school and to providing best teaching practice.

Staff attend and contribute to regular professional development, including conferences and workshops, and subscribe to professional journals to keep abreast of current educational innovations. Staff meet on a weekly basis to ensure the smooth running of the school.

The role of the Coordinator

The Coordinator is the educational leader of the school and is responsible for establishing and maintaining a positive school environment. The Coordinator promotes the values and vision of the Lance Holt School.

The Coordinator promotes a strong culture of learning that inspires students, staff and members of the community to be life-long learners. The Coordinator collaborates with others to secure the best possible learning outcomes and wellbeing of all students. The coordinator has a range of tasks that are similar to those of a school principal. The coordinator is responsible to the council for promoting educational policies within the school; making sure community relations and the school's public image are healthy; liaising with government and other official bodies; promoting health and safety policies; and, in consultation with the treasurer and accountant, looking after the finances of the school and enacts the Strategic Plan.

The coordinator also prepares the teaching timetable and supervises teaching programs, organises school and staff meetings, applies for grants, authorises camps and excursions and generally supports extra curricular activities, keeps abreast of developments in educational theory and practice, promotes a cooperative spirit among staff, takes a pastoral interest in each student, takes part in professional learning and promotes all information made public by the school council.

The role of the Deputy Coordinator

The Deputy Coordinator will work closely with the School Coordinator to lead the School in achieving the School Vision. The role will provide crucial support to strategic initiatives, developing plans to deliver student focused initiatives and make a significant contribution to building a creative learning environment and strong culture of learning.

"I love working at Lance Holt School because it feels like a large, supportive family, where children are respected, nurtured and valued as individuals."

Seth Yeoman, Year 5/6 teacher

Parent / teacher partnership

Your child's education is a partnership between home and school. Parents are asked to support their child's education in a number of ways: by offering to help in the classroom, by ensuring that homework/ reading is completed on time and returned, by reading class and school newsletters, and by talking to the teacher about any concerns you might have. This partnership is vital to your child's success at school and the teachers greatly value the shared commitment to your child's progress.

In the early years teachers love having parent help in the classroom. Early years classes have rosters and parents are encouraged to put their name down to help. Please remember that school is your child's place of learning; parents are asked to respect this by taking conversations away from the class spaces, supervising younger children and not disturbing the learning environment.





An inner-city Fremantle school

Lance Holt School is unique in its positioning—an inner city school in the heart of the historic West End of Fremantle. We are able to provide our students with a real sense of being in the community. We use the Esplanade Park for lunchtime play, sport and recreation. The PE teacher drives the school bus to local sporting facilities such as ovals, basketball courts and parks. Our classes walk to the Fremantle Library to borrow books and spend time with the children’s librarian.

Our children get to know their surroundings well, walking to places like Bathers Beach and Spare Parts Puppet Theatres. The school community is involved in events such as the Fremantle Festival, Fremantle Heritage Festival and the Children’s Fiesta.

By providing children with access to the whole building during break times, they are able to move and play throughout the school, inside or outside in the playground, the above-ground court and the new multi-purpose hall.



Excursions

Excursions into the local environment are frequent. School visits to the Esplanade Park, Bathers Beach, Fremantle Council, Fremantle Library, the Maritime Museum, art galleries, the markets and the harbour are common. The Cat Bus allows us to travel around Fremantle while the train station links us directly with SciTech, the WA Art Gallery and the WA Museum. Our own school bus can take us further afield for curriculum-based excursions.

Part of a community

Parental involvement is an integral part of the Lance Holt School experience: the children love it and the school depends on it. The school community is diverse and we can all share different talents and interests. Contributions of time and effort are greatly valued and the school benefits enormously from them.

As a community school we anticipate that parents will take part in some of the things that keep the school running well. Fundraising and busy bees are a way of bringing in income and keeping our school maintained to the best possible standard. We rely on parents **to get involved with at least one fundraising event** to share the work and the fun alongside other families.



“When we first came to Lance Holt School we found that we made really important friendships by going along and helping out at the Children’s Festival. Our son had made friends quickly and we wanted to as well! Working alongside about 20 other mums and dads on that day made us feel like we were part of the school community.”

Karolina

Camps

School camps are an integral part of our school curriculum. Teachers plan many and varied activities that provide children with hands-on learning experiences unique to a camp environment.

The annual whole school camp provides opportunities for children to work across the year levels and in small groups, class groups and as a whole school. Class teachers organise activities during the day and the children experience at firsthand many of the science, history and social studies areas of the curriculum. Parents of our students may have a particular skill or knowledge of a place that could also enhance the learning. In the past we have had marine biologists, artists, musicians, labyrinth-makers and many others who have contributed to the knowledge and experiences of camp-goers.

As a school community we are given the opportunity to learn more about cooperative living and to get to know each other better. Parents of kindy, Pre-Primary and Years 1-3 children must accompany their children on camp, and parents of older children are encouraged to attend. Camp provides families with a unique experience to mix with other parents and children in a relaxed environment.

We've camped at many locations including Dryandra, Dwellingup, Donnelly River, Myalup, Busselton and Fairbridge. Every other year we go to Rottnest—a real favourite.

Students in Years 3–6 have their own camp each year, as well as participating in the whole school camp. Rottnest, Busselton, Albany and Yanchep are some of the places we have camped. Many activities and learning experiences are gained through camps, with opportunities to visit caves, wind farms and old whaling stations.

Camp fees cover accommodation, food, transport and visits to special places. We keep costs as low as possible by putting everyone to work! Parents muck in to shop, cook and help with the activities. We put up rosters before camp and ask people to nominate for various tasks. In this way we share the work among all of us.

Adults attending Camp

School camp is a wonderful community event for parents as well as students. In order to ensure that we all enjoy camp and as part of our ongoing commitment to providing a Child Safe environment we require all adults attending camp to read and agree to abide by the Camp Code of Conduct. Adults staying overnight at camp must have a Working With Children Check card and assume a shared Duty of Care for all students attending camp.





Fundraising

Fundraising is a vital source of income for the school. All parents will be asked to organise and/or assist with fundraising activities over the school year to share the responsibility amongst the whole school community.

We have a fundraising calendar for the school year. Each class group is nominated to organise a large event or several smaller events in a given term.

Examples of fundraisers in the past include:

- stall at a local festival or event
- sausage sizzle at a public event
- group booking at Tropical Twist or other indoor playground for an end- of-term celebration for our children and their friends
- international food night at school
- concert/performance either at school or a local venue (Fly By Night, Mojos) with musicians from our school community or other acts
- Family Movie Night
- Quiz Night or Skills Auction
- Raffles

Parents can support the school's fundraising efforts in many ways. You can attend meetings and provide input and support for ideas and plans; you can put your name down on a roster to assist with at least one event during the year and, of course, you can attend the fundraisers and invite your friends and family along too. Please remember that no contribution is considered too small; active involvement leads to a valuable understanding of the school's ethos and operation.



Tuition Fees and Billing System

Lance Holt School provides an excellent standard of education with fees below the cost of similar independent schools in the metropolitan area.

For the Tuition Fee Structure refer to the school website - www.lanceholtschool.wa.edu.au.

Additional Fees include swimming lessons, Occupational Therapy assessment for Kindy students, books and school camps. Refer to our school website for details.

All enrolled families are issued an Annual Fee Statement at the beginning of the school year outlining the scheduled costs for the year and providing Options for Payment. All families will determine their chosen payment schedule and complete Direct Debit or Credit Card Payment Request forms.

All School Fees and Charges are due and payable within 21 days of the issue of the Annual Fee Statement. The first payment will be taken on 25 February and all fees accounts for the year must be finalised by 25 November that year.

Payment Options will be limited to:

Option 1 - Full Annual Payment (with discount of 2% on the Tuition Fee component only) due and payable by 25 February each year.

Option 2 - Credit Card - authorisation form must be completed each year. Visa and MasterCard only and 1.4% service charge will apply (monthly and quarterly payments from February to November)

Option 3 - Direct Debit - authorisation form must be completed each year (fortnightly, monthly or quarterly payments from February to November)

Visit the School Office for any further information.



Lance Holt School Council



Lance Holt School is an incorporated, not-for-profit educational institution with its own constitution. All of us—parents and teachers—are members of the Lance Holt School Association, which is governed and administered by the School Council.

Who is the school council?



The council comprises seven parent representatives, one staff member, the coordinator and up to four co-opted members. Councillors are elected at the school’s annual general meeting (AGM). At the AGM reports from the chair of council, the coordinator and treasurer are tabled as well as the school’s audited accounts. All members of the Lance Holt School Association can attend the meeting and stand for council.



The role of council

Council meets once a month. It is the governing body of the school and is responsible for overseeing the financial management of the school; the employment of all full-time and permanent staff (the council is the employing body); industrial issues, including the operation of the enterprise bargaining agreement; staff wellbeing; the creation of the sub-committees for fundraising, policy, building; promoting the school in the community.



In 2016 Lance Holt School underwent a re-registration process, a requirement for all non-government schools in WA. School Council and staff worked together to ensure our policies and practices were clearly recorded and available for this process. The school was given the maximum accreditation of five years.



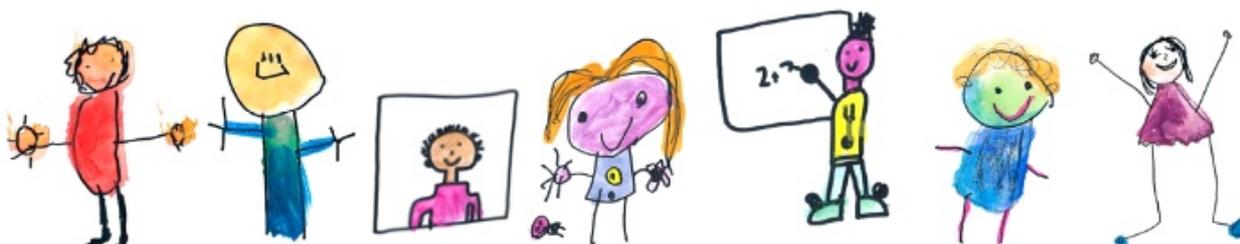
“Lance Holt School provides excellent opportunities for students to become critical, creative thinkers, who are confident and self-motivated.”

Registration Report
Department of Education Services, WA Government

Individual role on council

The councillors' role is to promote the policies of the School Council and enhance positive communication: to help keep parents informed of the school's decisions and to keep the council informed of any issues raised by parents. Council members work together for the benefit of the whole school. Councillors may also offer particular expertise, ranging from experience in meeting procedure, submission writing, financial or legal management, fundraising, building and communication. Someone might bring a fantastic sense of humour and good interpersonal skills or a desire to support the organisation and the time and energy to assist. Parents choose to nominate for council for a variety of reasons, but most agree that it's another level of commitment to the school. AISWA (the Association of Independent Schools of WA) provides assistance to individuals on the school council through their annual Briefing the Board Conference as well as consultant advice.

To find out about the current Council Members refer to the school website.



Children's Right to be Safe

As a committed Child Safe School we are dedicated to safeguarding the rights and safety of children. We actively promote a child safe environment and it is our main consideration in all activities and management practices. This involves staff with a duty and commitment to the safety and wellbeing of students. Staff are trained in risk assessment, guiding students behaviour and in identifying child abuse and neglect and mandatory reporting for teachers.

Duty of Care

The school and staff have a duty of care to our students. This includes taking all reasonable care to protect students from foreseeable risk of harm/and or injury. This involves active daily supervision of students and the promotion of personal safety and responsibility.

As a school we recognise the learning inherent in nature-based activities, excursions and camps and the value of risk taking in children's development. Staff routinely engage in risk assessment strategies and written risk assessments are conducted for nature-based activities and school camps. Teachers work with children to develop the skills to be their own assessors of risk and to make judgments.

Whole School Approach to Guiding Children's Behaviour

At Lance Holt School we adopt a guidance approach to children's behaviour that centres on the teaching of democratic life skills. A guidance approach to behaviour is a 'working with' approach that brings children to the forefront of decision making. We trust that children are inherently eager to do right by themselves and by others and take the stance that all children are capable of being successful members of a democratic community.

The Guidance Approach is an encouraging, supportive and proactive approach to children's behaviour that is holistic and focuses on using moments of conflict and disruption as teachable moments that equip children with the necessary skills to be a member of a democratic community.

We believe that all children not only have the right to be safe but have the right to a second chance. It is recognised that children, like adults, make mistakes. Instead of punishing them for having problems as they navigate 'the complex life skills of cooperation, conflict resolution, and acceptable expressions of strong feelings' we engage children in a learning process and guide them to solve their problems. We also understand that experiencing moments of conflict are part of being human.

Whole-school behaviour management is about creating an environment where everyone's rights and responsibilities are valued. An acknowledgement by all school members of respecting mutual rights, building positive relationships and ownership of behaviour is necessary for the successful implementation of a whole-school approach to behaviour management. The collaborative practices of the Lance Holt School Staff ensure an effective and common approach to behaviour management.

At Lance Holt School any form of child abuse including corporal punishment or other degrading punishments are explicitly forbidden under any circumstances. The school staff must conform to the principles of procedural fairness and prohibition of unlawful discrimination.

Development of Class Codes of Conduct

At the beginning of each school year each class develops a Class Code of Conduct. The students are actively involved in the development of the plan to promote a sense of ownership. The students are encouraged and scaffolded to examine their rights in the classroom and from this develop an outline of their responsibilities. From this the class develop a set of working guidelines for the classroom. The participation level of the students increases, as they get older. The Class Code of Conduct is printed and copies are given to all students and parents.

Finding out more

We have a Guiding Children's Behaviour Policy which can be found on the school website.

Child Friendly Complaints Process

At the beginning of each school year, teachers support each class to develop an age appropriate, child friendly complaints process to support and empower children to:

- Know what to do when they feel unsafe or wish to make a complaint
- Know what to expect will happen when they make a complaint

Each class will have their Complaints Process displayed in the classroom.

Keeping Safe: Child Protection Curriculum

From 2016 all schools in Western Australian are required to teach a Child Protection Curriculum. At Lance Holt School we use the *Keeping Safe: Child Protection Curriculum*. Our teachers delivering the program have received explicit training in the Curriculum. Keeping Safe is an evidence based, best practice curriculum developed collaboratively with child protection specialists, teachers, educational leaders and other professionals. It covers a range of concepts including material on contemporary issues such as bullying and cyber safety. The two themes that underpin the curriculum are: *We all have the right to be safe* and *We can help ourselves to be safe by talking to people we trust*.

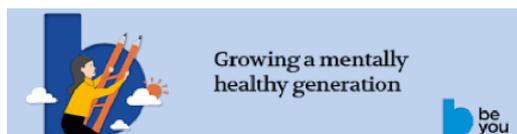
Safety and Wellbeing

School plays a very important role in the wellbeing of children and their families. We seek to provide a place where children feel safe, secure and supported in all aspects of their learning. For us, learning encompasses the social, emotional and educational development of children. Our Values Statement at the beginning of the handbook indicates the values and philosophy with which we approach education. Some of the practical approaches we use to instill these values across the school include:

Be You (formally KidsMatter)

At Lance Holt School we are committed to supporting our children, staff and families within our community achieve their best possible mental health. With the core values of the school and those inherent within our wellbeing programs we will continue to maintain a focus on building positive mental health, empowering our children to express their feelings, supporting one another and seeking help when needed.

We work towards building and maintaining a respectful, inclusive and resilient community for all. We are committed to building and maintaining a safe and positive school environment to ensure that every member of our community feels a sense of belonging and connectedness.



Our School Staff has undertaken training through Be You. A great family source of information for families is <https://healthyfamilies.beyondblue.org.au>.

Buddies

We have buddy sessions often when children from different year groups meet and spend time doing activities or reading books together. While encouraging good literacy practices, these sessions also build friendship networks across the school. It is not unusual to see our Year 2 children playing with the Kindy kids out in the sandpit. This has had a great effect in children feeling safe and knowing that they can talk with older children as well as adults when needing support. It also develops and promotes a strong ethic of care and social responsibility across our student population.

Class partner and small group work

While we certainly focus on every child's individual learning needs and styles, we also use small group work and partnership in our classrooms as part of our approach. We find that when we encourage children to work with a partner or a small group we see children develop and strengthen skills in working cooperatively and collaboratively.

Social and Emotional Learning

Social and emotional learning is taught in all classes through evidence based programs such as PATHS (Twiggle), Zones of Regulation, Bounce Back and Aussie Optimism. Social and emotional learning encompasses: self awareness, self management, social awareness, relationship skills and responsible decision making. Research in social and emotional learning tells us that teaching our

students: improves school climate, increases student interest in learning, improves student behaviour, boosts academic performance and prevents and reduces bullying.

Morning Meeting

Morning meeting plays an important role in our wellbeing approach. It is a time when the whole school community gets together—children, teachers, parents and special visitors. Morning meeting is democratically structured. Chaired by a different student every day, everybody present is welcome to speak and everyone is expected to listen respectfully. Children from Kindy to Year 6 attend and begin the school day having been part of a respectful and communal event.

Camps

Whole school camps and class camps are an integral part of our school's commitment to providing children and their families opportunities to learn in a communal setting. The camps offer profound ways of developing and using skills like sharing, negotiating, collaborating and celebrating being part of a community.



Being part of the wider community

As you will have noticed throughout this handbook, one of Lance Holt School's strengths is the importance placed on relationships within its school community and with Fremantle. Children are encouraged to explore their school and their environs as part of their education. They are able to grow with a sense of being connected not only to their school but also to a wider community. In our many excursions and site-based activities, in our walks to the library and to the local parks and in our conversations with people like the Mayor of Fremantle or the Bush Regeneration staff from the council, our students are developing a strong sense of their place and their importance in it.

Our partnerships with groups like the City of Fremantle see our students involved in a range of activities outside of the school grounds. Projects such as regenerating remnant bushland and adopting Bathers Beach as part of a Coastal Care strategy show a strong sense of belonging to and caring for their community. Our regular participation in events such as the Fremantle Festival encourage children to celebrate their place in Fremantle. Being able to make a difference to the world you live in and celebrating with others is an important part of wellbeing.

As a small community school, we have a real focus on the wellbeing of our children (and their families). Over the years we have developed some very practical ways of working to ensure that each child feels valued as an individual and is also aware of their connection to others—of their rights and responsibilities as part of a school and of the wider community.

Learning Journey

This is a wonderful event held every year where our Kindy to Year 6 students share their classroom learning with a family member or family friend. It is held in Term 1 each year.

Due to current Government restrictions on numbers allowed in classrooms, we have placed this event on hold.

Graduation

Our end of year Graduation Evening is a unique and personal celebration where family and friends of the Lance Holt community come together for a farewell of each individual Year 6 student to honour their journey throughout their primary school years. The night includes performances from each class group. It is a very touching evening with each individual graduate speaking of their school experiences and our Year 6 Teacher responding to them.



Concerns, Complaints and Disputes

We aim to build a culture of openness to receive feedback and work with a transparent complaints process. We welcome feedback that assists the school to operate in the best interests of students.

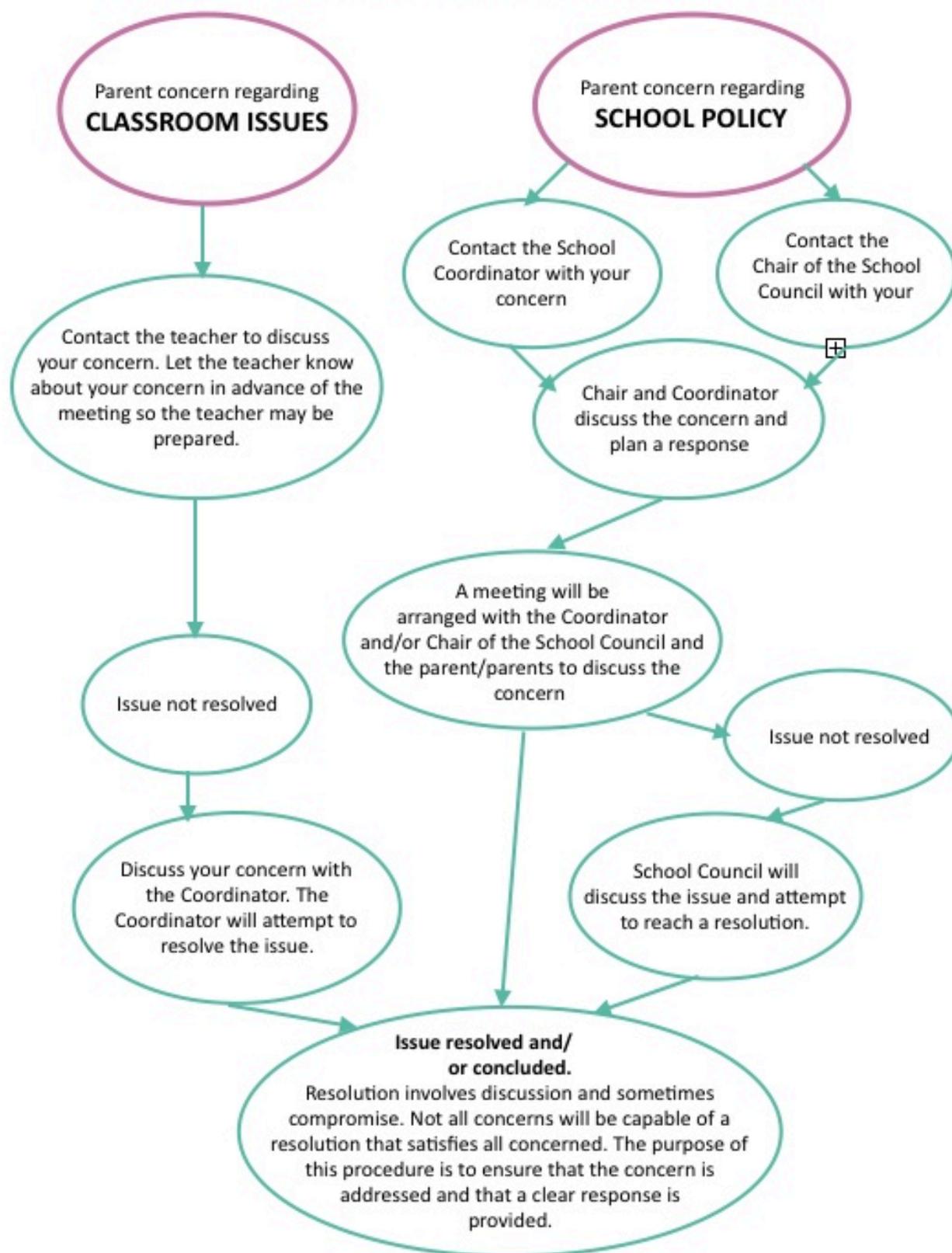
From time to time, parents may have concerns about what happens at school. Where an action or decision is considered to be unfair or inappropriate, there is the right to raise a complaint and have it treated seriously. Of course, not all concerns will be capable of a resolution that satisfies everyone concerned, but the school's Concerns and Complaints Procedure ensures that the problem is addressed and that a clear response is provided at each stage of the process. Parents are asked to follow the procedure to ensure that their concerns are satisfactorily heard and acted upon. (Participation in this procedure does not override any requirements in regard to withdrawing a child from the school.)

If your concern is with a **classroom issue**, you will need to make a time to discuss it with the teacher. Let the teacher know what it's about; this means they will be prepared and have all the necessary information available. A time can be set up that suits you both. If the issue is not resolved to your satisfaction, make a time to meet with the School Coordinator who will attempt to resolve the issue by either facilitating a meeting between yourself and the staff member and/or taking the matter to a staff meeting or council meeting.

If you have a concern about an issue of **school policy**, make a time to meet with the School Coordinator to discuss the matter. If the issue is not resolved to your satisfaction, a meeting can be arranged with the Chair of the School Council.

Please refer to the Concern, Complaints, Disputes Process diagram over the page.

Concerns Complaints Disputes Process



Drop off and pick up

School starts promptly at 8:50am. Pre-Primary to Year 6 children can be dropped off from 8.30am but teachers are not available for supervision before then. Pick up time is 3.15pm prompt. Kindies and Pre-Kindies must have adult supervision until the 8:50am handover to the Kindy teacher. If your child is going to be absent or late, please email absent@lanceholtschool.wa.edu.au **before 9am**. Kindy hours are Monday to Wednesday 8:50am to 3pm. Pre-kindy hours are Thursday and Friday 8:50am to 12pm. **Only parents or guardians can collect children. If you organise for somebody else to do it, please tell your class teacher in person or contact the school office.**

After school, a staff member supervises outside the front of the school until 3.30 pm. Children younger than Year 4 must be collected from their classes or from the school yard if in Year 3 and are not allowed to leave the building after school without an adult. A courtesy call from a late parent is appreciated.

At the end of the school day parents are asked to wait outside the school until finish time. Conversations between parents are best taken outside the building or into the playground.

Meeting

Meeting time is a very special and unique experience at Lance Holt School. Each day, at the start of school, we meet to discuss matters that concern everyone and to share some of the things that are important to individuals. The meeting is chaired by a student, with everyone given equal opportunity to contribute. On occasion the children entertain us with performances. Whole school meetings are Monday and Wednesday. On Tuesday and Thursday, Kindy–Year 2 meet separately from Years 3–6. Current Government restrictions limit the number of adults that can attend Morning Meeting.

We believe that through participation in meeting time children develop communication skills, self-esteem and a sense of belonging and social responsibility. Parents are welcome and encouraged to attend.

Lunch time

The children break for a 20-minute morning tea at 10.40 am and for a 45- minute lunchtime at 12.15 pm. Please provide morning tea and lunch for your children every day, except Wednesdays if your child is having tuckshop. Children sit down to eat. Sharing food is discouraged between the younger children due to allergies. Children must have their own water bottle at school at all times.

The school has a daily lunch order arrangement with a nearby lunch bar. Before meeting, parents can fill in an order on the paper bags in the kitchen (there's a price list on the wall) and put the money in the bag. The lunch bar delivers.

As an allergy aware school we ask that nuts are NOT included in children's lunch boxes. We have several children throughout the school with severe allergies.

Tuckshop

Wednesday lunchtimes the school has tuckshop for Pre-Primary to Year 6. This is a simple meal cooked by parents and donations go to school fundraising efforts. The parents from each class group run tuckshop for a term, and **everyone is expected to help out and contribute**. Rosters are put up on the front notice board at the start of each term. There is a recipe book in the kitchen with a record of previous meals, quantities and costs. Please ask at the school office if you have any questions. The cost of tuckshop is \$6 per child which can be paid in cash on the day into the class tuck shop bag or paid for the term in the school office.

Tuck shop is currently on hold due to COVID-19 safety requirements.

What to wear

There is no uniform at Lance Holt School. The best sort of clothes are comfortable and appropriate to the weather and school activities. **Children must have a hat and shoes at school at all times.** (No hat, no outside play. Wide-brimmed hats are encouraged.) Staff can't take students on excursions if the children don't have hats, shoes and clothing to cover their shoulders in the summer. It's a good idea to label your child's clothes, especially footwear (which are best if they're comfortable and easy to take on and off). Cancer Foundation-approved sunscreen is supplied (if your child has special needs, parents must supply sunscreen of their own).

"You can wear a fairy dress to school as long as it doesn't show your knickers."

Olivia, age 5



Mobile phones

Mobile phones are permitted at school provided they are turned off and left in a bag or locker. Mobile phones are not for use during school time. If your child needs to contact a parent, we require that they ask a teacher first as they may be experiencing a problem that can be dealt with at school. Parents can contact the school directly to leave messages for their child through the school office.

Communication

Good communication is vital in a community school such as ours. The school emails out newsletters once a fortnight and class newsletters and notices at other times. The notice board by the front door has information about council business and activities related to the school. Teachers will use Educa for class messages and learning stories. Whole school messages from the school office and the Coordinator will also be posted on Educa. Meeting time provides an opportunity to share news and information with the school community. Visit the school website for information www.lanceholtschool.wa.edu.au.

Busy bees and helping out

From time to time the school organises weekend busy bees for specific projects. Many hands make light work and everyone is encouraged to help out for a couple of hours. There are often small maintenance jobs to be done throughout the year. If you are an electrician or plumber, good at fixing toys, handy with a drill and able to put up pin-up boards, or just willing to help, please let the office know.

Playtime supervision

We have teachers on duty at break times and are accessible to the children during break times. The students have helped develop guidelines for behaviour during breaktimes.



Keeping healthy

Sick children need to be at home. We aim to reduce the spread of infection and the less contact there is between people who are unwell the less chance the infection spreads. Please keep your child at home if they are unwell and email the school at absent@lanceholtschool.wa.edu.au before 9.00am to let the school know if your child will not be attending. If your child becomes unwell at school we will contact you to collect your child.

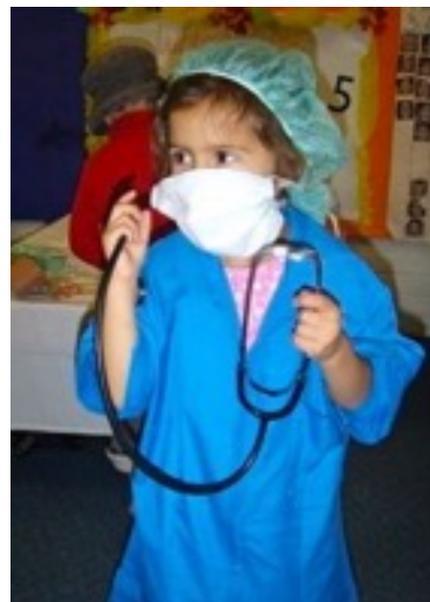
The school follows the Department of Health, WA - Communicable Diseases Guidelines and recommended periods of exclusion from school are followed for communicable diseases such as chicken pox, conjunctivitis, diphtheria, dysentery, German measles (rubella), glandular fever, ringworm, trachoma, hepatitis A, B and C, cold sores, impetigo (school sores), measles, mumps, scarlet fever and whooping cough.

Head lice are a recurrent problem in all school populations. Once treated children may return to school. Please take extra care if you find critters in your child's hair.

A copy of all children's immunisation records must be held by the school and provided to the WA Health Department.

The Health Department school nurse visits the children throughout the year to check hearing, sight and general development.

Free dental care is offered through the government-funded Dental Therapy Centre, located at Beaconsfield Primary School. Routine check-ups are scheduled, and parents are able to book appointments if they have particular concerns during the year (Telephone: 9335 8758).



Photography at School

Lance Holt School recognises the benefits of the use of cameras in our school environment but has Technology Policies for students, staff and parents.

Students should not be taking photos at school, unless under the direction of teachers. All kids are reminded to use their judgement when using cameras. Cameras brought to school by children, are not to be used to take photos of other students. School camps are the only time cameras can be used by children.

Parents, guardians and volunteers may only take photos at school or during the course of a school day with the permission of staff. School camps and public events (e.g. graduation, drama performances) are an exception to this principle, however careful judgement and common sense are essential to ensure that only appropriate images are taken. If in doubt do not put yourself at risk: always seek permission from a member of staff.

Images must never be uploaded to social media or passed onto others outside the School, except immediate family members via email or private messaging.

School Attendance

All children enrolled in an educational setting are expected to attend on a regular basis. Absences must be reported to the school before 9.00 am either by a phone call or emailing absent@lanceholtschool.wa.edu.au. **The school requires official written notice of prolonged absences and an appointment with the school coordinator.** For further information read our brochure on School Attendance available on the school website.

Did you know?

“Being absent five days a term from Year 1 to 10 adds up to more than one year of missed schooling.”



Waste Free Lunches

Lance Holt is an accredited Waste Wise School. School lunches are a great example for students to understand the benefits, opportunities and challenges of reducing packaging and food waste. We encourage all families to ensure that their lunchboxes are as free as possible from cling film, plastic wrappers, foil and other disposable packaging.

Each class has a container to collect food scraps, which are then put into our “Smart Caras” composter to be dried and ground, and then taken off site to nourish gardens.



Climate Clever

LHS was the only independent school to participate in the Low Carbon School Pilot Program. Major initiatives included a rolling upgrade to efficient LED lighting, a Solar Analytics system that allows students and staff to monitor the school’s 12KW solar system output against our electricity usage in real time, and participating in tree-planting at Yarloop and Anketell, a mammoth effort which will offset the carbon emissions.



‘Sprouts ’Garden Club at Hilton Harvest

The Sprouts meet at Hilton Harvest Community Garden after school on Tuesdays in term time (sometimes in the holidays). We visit the chickens, tend the Lance Holt School veggie patch, share afternoon tea and play. Parents are responsible for transporting and supervising their own children. More information will be provided through the school newsletter.

Recycling Station

Batteries, mobile phones, toothbrushes and toothpaste tubes, and packaging from beauty products can all be recycled by placing them in the appropriate box. The Recycling Station is on the landing on the main stairs, next to the Little Library.

Our school is also part of the Containers for Change program and has special bins provided at school for collecting used containers/bottles. The school also has a Containers for Change Scheme ID number if depositing to the depot (Scheme ID #C10281401)

Sustainability Committee

The school's Sustainability Committee exists to support Council, staff and the whole school community to enact the school's value of global stewardship and encourage care of the environment. The Committee drives initiatives such as Sprouts, Home to Home Stall, Waste Wise Schools, Climate Clever and Plastic Free July, and welcomes new members!



Parking Matters

Being an inner city school in Fremantle is magic. We are so close to many fantastic places and we enjoy being able to walk to places like the Esplanade Park, the beach, the library and museums as part of our days at school. The West End is a real hub for people from our school community. This means that sometimes parking can be difficult to get in Henry Street. This information is designed to help you consider ways of getting to and from school and how to deal with parking issues that may arise when you are dropping off or picking up your children.

'Kiss and Drive 'Zone (Drop your child off and quick pick ups)

There is a **No Parking area** directly in front of school which is to be used like a quick pick up /drop off zone. You must stay with the vehicle. The school bus and after school bus also use this for pick up/drop off of our students. For the "Kiss and Drive 'to be effective parents should not wait for their child to arrive. If your child is not waiting at the 'Kiss and Drive', please drive around the block.

Short Term Parking is available in streets around the school and **Longer Term Parking** available at the Round House and on the Fremantle Wharf.

Public Transport is located close by with both the CAT Bus service and the TransPerth Services at the Fremantle Train Station.

Bike Parking available at the beginning of Henry Street and near the Notre Dame Carpark.



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