Mission Statement

Immanuel Lutheran School Gawler, aims to develop inquiring and knowledgeable young people with a commitment to lifelong learning through a challenging curriculum that takes into account:

- Intercultural understandings and respect
- Tolerance of other view points
- The need for a more peaceful and sustainable world

This will be achieved through the development of programs delivered through the lens of our Christian Faith.
IMMANUEL STAFF 2015

Leadership Team

Principal: Sue De Biasi
Deputy Principal: Simon Wundersitz
Curriculum & PYP Coordinator: Graham Buxton

Teaching Staff:
Jared Semmler (Year 6/7)
Alice Butter (Year 6/7)
Ben Jones (Year 6/7)
Megan Green (Year 5)
Anthea Lytwyn (Year 5)
Howard Davies (Year 4)
Leigh Newton (Year 4)
Ellie Clark (Year 3)
Michelle Hodges (Year 3)
Angie Eckermann (Year 2)
Pam Treasure (Year 2)
Gail Darby (Year 1)
Marianne Roberts (Year 1)
Hannah Ivett (Foundation)
Tania Wain (Foundation)
Jane-Marie Pfeiffer (Foundation)

Specialist Team:
Stacey Bradtke (Successful Learning Teacher)
Karen Rollings (Teacher – Education Support)
Mayumi Wong (Teacher - Japanese)
Skye Jones (Teacher – Library, Sport)
Janine Panagiotou (Teacher - Wellbeing)
Dwayne Hueppauff (Teacher – Music)

Lutheran School Officers:

Classroom Assistants: Karren Loch
Jenny Ridley
Sara Bayha
Sandra Lloyd

Resource:
Kylie Halford

Chaplain:
Louise Venning

Receptionist & Principal’s PA: Jenny Judd-Smith
Office Assistant - Finance: Lee-anne Voigt
Office Assistant: Lili Potter
Office Assistant & Uniform Shop: Joanne Hurst
Maintenance & Garden: Contractors
ITC Support: Chris Beckford

Business Manager: Joanne McNair

Success is doing our best with the help of God.
OTHER CONTACTS

Before & After School Care: CAMP Australia
7.30am to 8.30am Sue Mabire (Coordinator) 0413 486 606
3.30pm to 6.00pm www.campaustralia.com.au

Zion Preschool: Director – Kelly Squire
Ph: 08 8522 4187

Faith Lutheran Secondary School – Tanunda: Mr Steven Wilksch
Ph: 08 85614200

Endeavour College Mawson Lakes Mrs Heather Vogt
Ph: 8368 3311

Zion Lutheran Church Gawler Pastor Geoff Havelberg
Ph: 8523 1929

Immanuel Lutheran Church Gawler Pastor Anthony Price
Ph: 8522 6000

School Council for 2015
School Council is the governing body of the School whose main role is to provide vision and policy. School Council members for 2015 are elected at the Association Meeting at the start of the year. School Council normally meets the first Tuesday of each month at 7.30pm at the school.

School council members for 2015 will be advised via the school Bulletin / Website early in Term 1.

Term Dates for 2015

Term 1 Tuesday 27th January to Friday 10th April
Term 2 Monday 27th April to Friday 26th June
Term 3 Monday 20th July to Friday 25th September
Term 4 Monday 12th October to Thursday 10th December

School closure dates for professional development will be advised when School Council makes those decisions.
GENERAL INFORMATION:

Communication with your child’s teacher.
Please contact your child’s teacher if you have any questions or matters to discuss. You may use the school email address with your child’s teacher as the identifier eg. johnk@ilsg.sa.edu.au if you would prefer. The email address can be found at the top of the Learning@ Home page.

Please keep your notes as succinct as possible and to the point. If everyone does this then the teacher will have time to read all notes. Normally between 1 and 5 sentences is adequate otherwise a phone or face to face appointment is probably best.

Sample Response
Depending on the nature of the note the teacher’s response will be one of the following with a possible sentence added if need be.
1. Thank you.
2. I look forward to meeting you to discuss this. (A time will be suggested). Please phone the Office if this time does not suit.
3. I will phone you as soon as I can.
4. Today’s learning went really well.
5. We were able to talk the matter through at school. Please update me if the need arises.

Teachers are of course teaching during the day. Please allow a fair response time. Hand written notes are still perfectly acceptable.

Effective and respectful communication is really important so that we can work together for best possible outcomes.

Parent to parent and parent to other children
Warm and friendly greetings are the go. If you have a concern regarding any student or adult in the school, this must go to the teacher or administration staff. It is not acceptable to reprimand children other than your own and you should expect to be involved in mediation should this occur.

Assessment and Reporting are very important parts of each child’s learning journey. Parent / teacher sharing occurs early in Term 1. Formal Reports are sent home both mid-year and end of year. Student Learning Journey Folders will come home as units of inquiry are completed. Student Led Conferences are held near the end of Term 3.

Parent / Teacher Interviews (Sharing)
These will be held by the end of week 5 of term 1. These are important avenues of home-school communication, which benefit your child. If your child had this teacher last year, use the opportunity to set learning goals for 2015. If you would like an additional interview with the teacher, we ask that you make an appointment for a mutually suitable time. Likewise teacher’s request your support should they ask for an appointment. We each have the child’s best interests at heart.

Bulletins
A “Bulletin” is sent home on the Friday of each odd week (in paper copy and via an email linking you to our website www.ilsg.sa.edu.au).

The Bulletin will summarise major news and events and will include links to our website where more detailed information can be found and read.

Other forms
Please help by responding quickly to any tear-off slips that are to be returned from time to time.
Assembly
Assemblies are held on Wednesday afternoons of even weeks in the term starting at 2:45 pm under the shelter. There will be a range of acknowledgements and presentations. Parents and friends are welcome.

Worship and Praise
Join us each Friday morning at 9 am under the shelter. Pastors, teachers, children and special guests may lead this special time in our school week.

Coffee Club
Directly following Worship and Praise we would love our visitors (parents, families and friends) to stay for a coffee and chat and get to know each other. You are all an important part of our community. This will normally be held at the rear of the shelter.

Parents & Friends Group
Mission Statement: “Providing a Positive and Friendly Community Beyond the Classroom”
The function of the group will include:
• Friendship and fundraising
• Organising parent support sessions
• Assisting the care group by helping to fundraise.
Meetings are held twice per term and details will be provided via the Bulletin and Website.

Carers Group
“Sharing Jesus love through prayer and care.”
Our school has a group of carers who support our school families in times of need or care. You may like to offer to be a class carer.

Kids Matter
The Kids Matter Framework is being implemented at Immanuel.
Growing healthy minds
Childhood is a crucial time for growing healthy minds. All children need care and support to develop and learn. Some children need additional help to reach their potential. KidsMatter is a mental health and wellbeing framework for primary schools and early childhood education and care services, and is proven to make a positive difference to the lives of Australian children.

LLL
Support our school's development without giving anything away.
Phone: 1800 556 457
web: lll@lll.org.au
**Lunches**
As part of the school’s ongoing commitment to minimizing landfill we are continuing to implement strategies and practices to reduce waste.

Please be reminded that we would prefer families to avoid the use of single use plastic products by sending lunches / recesses in Tupperware style containers that are clearly named.

**Right Bite Policy**
Our school has adopted the Right Bite Policy. This is an initiative to introduce healthy food and drinks for students. Further information will be provided throughout the schools Newsletters. There is a great deal of evidence that tell us that what goes in the mouth has a direct impact on learning and development. Please assist us to help achieve the best results in all aspects of your child’s learning. It really is a team effort.

**Drinks**
Children are to have water only in the classroom. Children should not share water bottles.

**Brain Food**
Children are encouraged to bring a small container of suitable “Brain Food” for healthy snack breaks during lesson times. Brain Food should consist of bite size pieces of fresh or dried fruit or vegetables. (But please nothing too sticky or too juicy.)

**“NO NUTS” Policy**
*No Nuts are allowed as foods items at our school due to some students with Nut Allergies*
Foods with labels ‘may contain traces of nuts’ are fine, however we encourage a healthy lunchbox with minimal processed foods.

Class teachers may advise of other allergies in your child’s class.

**Subway Lunches**
These will be offered for a lunch alternative a couple of times each term. Dates will be advised via the Bulletin and order forms sent home accordingly.

**Recycling – Cans and Bottles**
Our school collects cans and bottles which have a “10c refund”. These are taken to the recycling depot in Gawler and the money raised goes towards resources for our school. This also models appropriate and positive actions for our children.

If you are able to volunteer your time to help recycling these please let the office know.

**Mobile Phones**
These are not permitted. If you believe that your child needs one for the journey to and from school please put your request in writing. Appropriate day time storage will then be organised.

**Flash Drives and other ITC**
School based items only as per the teachers’ direction. This is in the interest of everyone’s safety and protection and minimises expensive scanning of our network.

**Ipods / Toys, etc**
As a rule of thumb, “If it is not needed for their learning then do not send it to school”. Classroom teachers will let you know when and if items are needed for news talks, craft and the like.
**SCHOOL DAY**

7.30am – 8.30am  Before School Care  (children may not be in the yard unsupervised)
8.30am  Staff devotion and meeting time, yard supervision
8.40am – 8.50am  Normal arrival time for students
8.50am  Children move to classrooms
8.55am  First bell: all students move into class
9.00am  Second bell: student roll marked: first session begins
10.30am  Recess eating time
10.40am  Recess play time
11.00am  2nd session begins
1.00pm  Lunch eating time
1.10pm  Lunch play time
1.40pm  End of Lunch – 3rd session begins
3.30pm  End of school day
3.30pm – 6.00pm  After School Care available with CAMP Australia

3.45pm  Children not yet collected are ushered to After School Care

We appreciate prompt arrival so that other class members and teachers are not delayed in beginning work. Teachers are required by law to denote late arrivals.

**Authorised Leave**
No child is to leave the school grounds during school hours unless a note giving parental approval has been received by the teacher. Parents are asked to sign children in and out at the front desk should they leave or arrive outside of regular times. The school office will call the appropriate classroom and the child will meet their parent at the office. Parents and caregivers should not go directly to the classroom or play areas unless it is beginning and end of day.

**Prompt Departure**
For safety and courtesy, parents and caregivers please collect children promptly after school or notify the office staff if you are unable to do so. Children not collected by 3.45pm join the After Hours Care group. We will not leave children in the yard unattended.

A teacher is on duty at the 3 main entry and exit points until 3.45pm.

**Absences**
We require a phone call letting us know if a student will be away. You may leave a message on the school answering service which will be checked early in the day.

We require a written note when the student returns, explaining the absence.

Should an absent day be planned please let your teacher know prior with a written note in the communication book or diary. This is a legal requirement.

**Family Holidays**
If a parent or guardian wishes to take a student of compulsory school age out of school for a family holiday an “Exemption from School Enrolment/Attendance and Education Enrolment/Participation (ED175) and Fact sheet” must be completed and returned to our school office. At least 2–3 weeks notice is required. The Principal has authority to approve temporary exemptions; however month long exemptions are forwarded to the Central Delegate.

These forms are available from the front office or on [http://www.decs.sa.gov.au/portal/community](http://www.decs.sa.gov.au/portal/community)

It is not reasonable to expect the teacher to plan a detailed programme for your child’s experience. Should this be your family’s choice please plan to

1. Enjoy the break
2. Complete a travel journal including distance estimations and mapping and the like
3. Keep up the regular reading, read road signs, travel brochures etc
4. Take in cultural experiences
5. Be prepared to make reasonable efforts to catch up on missed work

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CARPARKING & TRAFFIC FLOW 2015

Please be patient and mindful of children’s safety at all times, and follow the directional arrows as indicated on the map below. Shared Zone = 10 km/ph

Drop off areas are located at :-
  Daly Street car park (ZONE 1)
  School Lane top end (ZONE 3)

Parking is available in:
  Daly Street car park (ZONE 1)
  School Lane car park (ZONE 2)  (Oval entry gate closed between 9.30 –3pm)
  School Lane top end (ZONE 3)  (Top End entry gate closed between 9.30 –3pm)
  East Terrace  (ZONE 4)
  Lyndoch Road  (ZONE 5)
Traffic Monitors

Years 5, 6 & 7 students take part in a School Crossing Monitor Training Session led by the SA Police Road Safety Educator. From this group selected students help monitor the Lyndoch Road Crossing before and after school. We seek parent volunteers to assist with this function as well. If you would like to help on a roster basis, please contact the school office during the first week of term. Parent volunteers will need to attend the training session each year too.

Keeping your child safe

Please help us to keep your child safe by -
• Advising who will normally collect your child
• Advising if your child will walk home
• Parents / caregivers picking up Reception students will need to collect them from their classrooms unless alternative arrangements are negotiated with the teacher (eg sibling collects).
• After Hours Care also need to be advised if someone different is collecting your child.
• If your child is booked in for After Hours Care but is picked up at normal time, please let a staff member know that the After Hours Care booking is not required.

Stephanie Alexander Kitchen Garden Program

ILSG is commencing the Stephanie Alexander Kitchen Garden Program this year. It is a nation-wide sustainability program designed to encourage students to explore growing and cooking their own food. It is hugely successful with some 93 000 students attending garden and kitchen lessons in 2014.
At this stage the Program will be provided for Years 4 and 5 with others participating from time to time. Years 4 and 5 students will experience 16 garden lessons and 16 kitchen lessons this year. Semester One will be for Year 5s and Semester Two for Year 4s.
We are looking for volunteers to assist in garden and kitchen lessons in order to have a ratio of around one adult to every four children. Volunteers may assist with as few or as many lessons as they wish. Please contact Megan Green (megang@ilsg.sa.edu.au) or Leigh Newton (leighn@ilsg.sa.edu.au) to discuss this further.

Music Tuition

In addition to the weekly music program private keyboard, guitar and flute tuition is available from a qualified tutor. Fees for these are payable direct to the tutor. Contact can be made direct to the tutor to organise your child’s tuition.

(Some waiting lists may apply)

Karen Clarke – Piano, Flute 8254-2262
Shane Bailey - Guitar 0418 825 497 or at shane@bmusic.com.au
Gertraud Prenzler – Violin 0406 322 052

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LIBRARY BORROWING

Borrowing Periods

All students have a two (2) week loan period.
Book loans may be renewed with the permission of your child’s class teacher or library staff.
Please ensure all books are returned by the end of each term.

Lost/Damaged Books
Please notify your class teacher.
We respectfully ask that you consider replacing books damaged beyond repair. Accounts are sent out for any books that remain unreturned by the end of November. Please be assured that we will do our best to locate missing books before accounts are prepared. We will happily refund your money if the book turns up! This is always the best outcome.

Opening times
As well as regular lesson times the library is open daily from 8:30am to 8:50am and at lunch times. Not after school.

Learning at Home
Home work is known as ‘Learning at Home”.
The process for each class will be discussed at the Parent Information Evening.

Your support ensures improved opportunity for success.
**OCCUPATIONAL HEALTH AND SAFETY STATEMENT**

As well as appreciating help from our many volunteers, we have certain legal obligations toward them and all contractors, sub-contractors and indeed to anyone whom we invite onto the school grounds.

Therefore we must require that all volunteers, invitees, contractors and sub-contractors shall:

1. sign on at the front office of the school
2. take reasonable care of the health and safety of themselves and of others who may be affected by their actions or omissions
3. not recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety
4. use and supply appropriate safety equipment - where required - in the correct manner
5. maintain their workplace in a well kept and orderly condition
6. report immediately any unsafe conditions or equipment to the principal, or person delegated
7. report to the principal, or person delegated, any injury sustained no matter how minor, as soon as the injury becomes apparent
8. ensure that they are not, by consumption of alcohol or any other drug; in such a state as to endanger their own safety at work or the safety of any other person at work
9. our school grounds are ‘Smoke Free’
10. dogs are not permitted on school grounds

**If someone has a Problem**

- We care about relationships and want you to feel comfortable about speaking directly but politely with teachers and principal.

- Please first approach a teacher at an appropriate time about classroom or playground oriented concerns. We can often offer you better attention if you arrange a mutually suitable time.

- As a matter of courtesy, if you write to the School Council, it will only be after you share the matter with the principal.

- We all value affirmation as well as genuine concern, and look forward to cooperative relationships within the school and wider community.

- It is not appropriate for parents to reprimand other children on the school site. Please talk to a staff member about your concerns. You may be asked to wait at entry and exit gates should this occur.
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