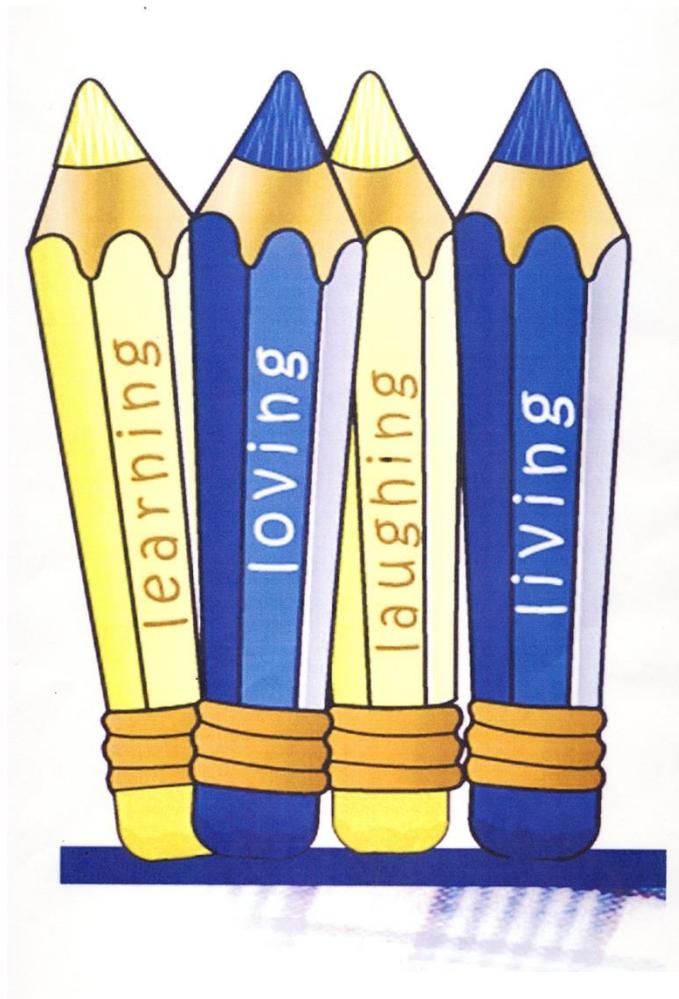




Our Saviour

Lutheran School

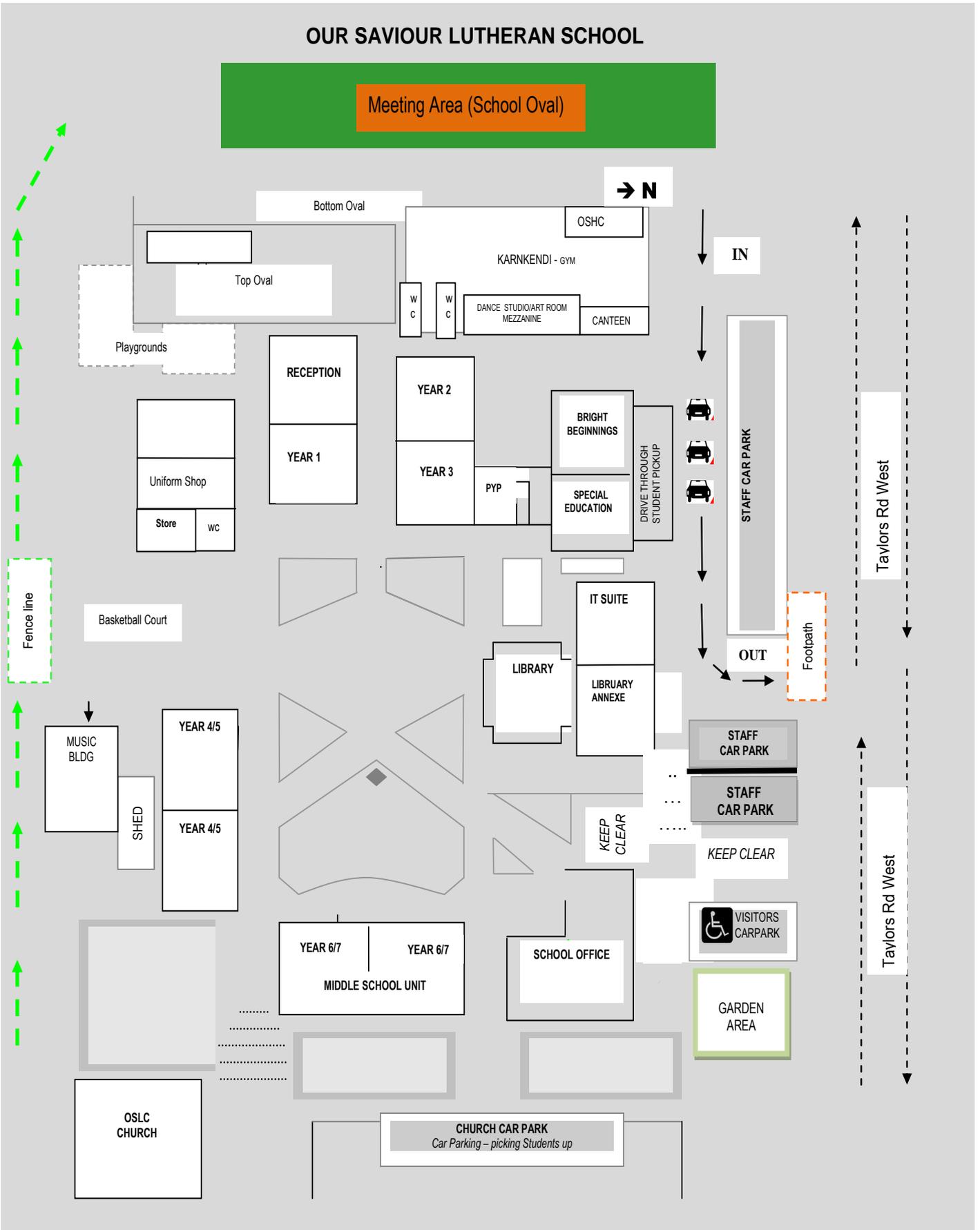


RECEPTION HANDBOOK

WHERE IS EVERYTHING

OUR SAVIOUR LUTHERAN SCHOOL

Meeting Area (School Oval)



WELCOME

We are pleased to welcome you and your child to the community of children, parents and staff that make up Our Saviour Lutheran School. Starting school is a special time for all children, and can also be an emotional time for parents as you hand over to us, the care and education of your most treasured possessions. All of our staff at Our Saviour are committed to making your child's time at school as enjoyable and rewarding as possible and their transition to school life and routines, simple and fuss-free. We aim to make this time for your whole family a rich and rewarding one and we look forward to sharing with you many happy occasions during the course of your child's schooling at Our Saviour.

We see the time in Reception as invaluable for the children to adjust to a learning situation, which will become increasingly sophisticated and challenging as they progress through the various levels of the school. More importantly, we see the daily contact with God's Word, the Christian teachers, and other children in the school that also share a faith in Christ, as being vital influences in the total development of your child.

We have included a brief overview of routines in Reception that may not appear in the more general Parents' Handbook. Through good communication and frequent contact with the school, we know that you will grow to appreciate even more, your decision to choose for your child an education that is centred on Jesus Christ, and based upon sound educational principles. We trust that, as your child's journey at Our Saviour progresses, your whole family will enjoy the experiences of being part of a close Christ-centred community.



COMMENCEMENT WEEK

The first few weeks of school can be very tiring for children. For this reason we are offering Term 1 Reception children an optional 'rest day' at home on Wednesdays for the first 4 weeks of school. Please advise the Reception teacher should your child require a rest day.

Term 1 Reception intake students will commence school as follows:

Week 1: ***Wednesday 1, Thursday 2 & Friday 3 February***
Begin at 8.50am and conclude at 3.15pm

Weeks 2-4: ***Full week with optional rest day each Wednesday***
Begin at 8.50am and conclude at 3.15pm

Weeks 5-11: ***Full Week from Monday – Friday***
Begin at 8.50am and conclude at 3.15pm

Some children cope better than others with the adjustment to beginning school. It is not unusual for children to become unduly tired and irritable in the first few weeks of school. It may be necessary for them to have an occasional day's rest to 'catch up'. On occasion the Reception teacher may need to phone you to organise an earlier collection time to help in their adjustment.



TERM DATES 2017

Students are required to be at School for 40 weeks of the year. At Our Saviour each term **begins on a Tuesday (Term 1 Wednesday for Reception students)**. The dates of term for 2017 are outlined below:

2017 TERM DATES		
Term	Dates	No. of weeks
1	Tuesday 31 January – Thursday 13 April Tm 1 Receptions commence: Wednesday 1 February <i>Easter: 14 - 17 March</i>	11
2	Tuesday 2 May – Friday 7 July	10
3	Tuesday 25 July – Friday 29 September	10
4	Tuesday 17 October – Wednesday 13 December	9

WHAT'S HAPPENING IN 2017

Parent Information Night (early in Term 1)
 Swimming Program
 Family Service
 Parent Teacher Interviews
 Sports Day
 School Photo Day (Tuesday 23 May 2017)
 Music Evening
 Class Excursions
 Whole School Musical
 School Disco
 Grandfriends Day
 Book Week
 Dress Up Day
 Casual Days
 BBQ Lunch Days (fundraiser)

PREPARATION FOR SCHOOL

As well as mental stimulation, you can assist your child in becoming familiar with the school environment by introducing some helpful habits.

Below are outlined a series of points aimed at assisting you in this process. We strongly recommend that your child is able to do the following:

- ☺ *To repeat their full name and address. Some children are familiar with their christian name, but are not familiar with their surname.*
- ☺ *To recognise their name on their own belongings. Teach your child to recognise their name in lowercase, not capitals, so that they can quickly locate their lunch box, clothes and school bag.*
- ☺ *Respond to 'good morning', 'hello' as well as when to say 'goodbye'. These formalities are used everyday in school. Don't make a formal lesson out of it, but bring it in incidentally when friends or relatives call, or during play.*
- ☺ *To take off, and put on, outer clothing, especially jumpers and shoes, unaided and to tie their own shoelaces.*
- ☺ *To use a tissue or handkerchief when needed and to cover the mouth when coughing or sneezing.*
- ☺ *To go to the toilet independently, ensuring that your child flushes the toilet and washes their hands. Boys need to be able to use and flush a urinal independently.*
- ☺ *Have a regular bedtime. Tiredness will be something that the children will experience usually towards the end of the week, and especially at the end of term. It will probably show up in a variety of ways – crying easily, arguing, not sharing, shortness of temper to name just a few. Establishing a regular bedtime routine is very important.*
- ☺ *To practise handling a lunch box successfully, in addition to gaining experience in pouring from a drink bottle. Have several "school lunches" with your child at home. Also teach your child how to pack their lunchbox etc. in their school bag.*
- ☺ *Recognise, open and carry their school bag. Allow them to use their school bag prior to commencing school. It may also be helpful to tag your child's bag with a distinctive ribbon or key ring for easy identification.*

Preparation for School Contd.

- ☺ *Acquaint them with road safety procedures, including correct car-park procedure (refer to Page 15). Warn them not to accept rides from strangers and that they are to go home immediately after school is dismissed.*

At school we will be encouraging children to become responsible for their own things. Please have all articles of clothing, school bag and books etc. clearly named with **your child's name**. It is vital that articles that are second-hand have the name of the current owner in them.

It is unwise to allow valuable possessions to be brought to school - if a favourite toy is lost or broken, children become most distressed.

It is also advisable that children have a medical check-up prior to beginning school, paying particular attention to **sight** and **hearing**. We recommend that you book your child in to have a detailed eye exam prior to the commencement of school. Immunisations should be up to date before your child starts school. If you are unsure, check with you local clinic or your family doctor.



A TYPICAL SCHOOL DAY

School begins promptly at 8.50am and concludes at 3.15pm. Children can become distressed if they are continually late, or are the last to be collected in the afternoon. All children are expected at school all day, every day. However during first term you may prefer to use the optional Wednesday restday.

Every day your child will need to bring the following:

- ☺ Our Saviour school bag
- ☺ Take-home folder
- ☺ Healthy Snack
- ☺ Recess, packed separately to lunch
- ☺ Lunch and a water bottle. (If the weather is hot, one frozen water bottle wrapped in a tea towel and one partly frozen one is a good idea)
- ☺ A handkerchief or tissues - please send extra if your child has a cold
- ☺ A school hat – worn during the warmer months only, Terms 1 & 4
- ☺ A change of clothing and a plastic bag in case of an accident (***even children who normally never have an accident can get caught up in what they are doing and have a toileting accident.***)
- ☺ All money your child may bring to school placed in a clearly labelled envelope or zip locked bag.

As with all personal items, please ensure everything is named.



A TYPICAL TIMETABLE

- 8.30am** Classrooms are open
Children in OSHC will be brought to the classroom
Children check that they have:
- put their bank books in the clear Message Box (Wednesdays)
 - placed money for freewill offering in class offering box (Fridays)
 - unpacked their take home folders
 - given notices to the teacher
- 8.50am** **Class bell**
Parents leave
Roll call
- 9.00am** Class Devotion (Monday - Thursday)
Whole School Worship in the church (Friday)
Lessons – Literacy program
- 9.25am** **Message Box bell** – message boxes taken to the Office
- 10.50am** **Recess - Toilet**
- 11.10am** Lessons
- 1.10pm** **Lunch - Toilet**
- 1.20pm** **Play time**
- 2.00pm** Lessons
- 2.40pm** School Assembly (Monday) – Every second week
- 3.00pm** **Message Box bell** – message boxes collected from the Office.
Hand out notices
Clean up and pack up
- 3.15pm** **Children dismissed**
Parents may collect from the classroom/ pick-up area.
Children required to be in OSHC will be directed there.
- 3.35pm** **End of pickup supervision**
Children not collected by this time are automatically taken to OSHC to be collected by parents. Charges apply.



PARENTS AS PARTNERS

PLEASE NOTE: PARENTS WHO WISH TO WORK WITH STUDENTS, IN THE CLASSROOM OR ON CAMPS AND EXCURSIONS MUST HAVE A CURRENT POLICE CLEARANCE AS WELL AS COMPLETED THE VALUING SAFE COMMUNITIES PROGRAM OFFERED BY THE SCHOOL.

In Reception there are many opportunities for you to help:

☺ **Reading:**

Parents who would like to listen to children read are most welcome in the class – please liaise with your child’s teacher.

☺ **Classroom Activities:**

There are many tasks that parents can assist with throughout the year, such as making play dough and other resources or helping with special activities. The Reception teacher will request help from parents as required.

☺ **Excursions:**

Parental help is essential during class excursions. We aim to give a wide range of parents the opportunity to come on an excursion. However, if you don’t get opportunity to go this year, remember there will be many more excursions yet to come.

☺ **Early Literacy Program:**

Throughout the year, there will be a variety of ways for you to work with a child or small groups of children.

☺ **PFA:**

There are many opportunities to assist with the varying roles and activities undertaken by our active Parents & Friends Auxiliary. These could include rostering to help on the Canteen, assisting in the Uniform Shop, taking an active role on the Committee or simply helping with any of the fundraisers or activities the PFA organise throughout the year. A separate Help form for the Parents & Friends will be sent home at the beginning of each year.



CLASSROOM PROCEDURES

HEADPHONES

Children require a set of headphones to use with school Ipads. These headphones need to be the ones that slip on their head and cover their ears rather than the small ones that fit in the ear. For hygiene reasons, please ensure that your child's headphones are labelled with their name and stored in a zip-lock bag also labelled.

BUDDIES

Reception students are assigned buddies - students from the Year 7 class - who are encouraged to develop relationships with their younger peers to 'mentor' them as they settle into school life. This occurs during formal classroom time and more informally, in the school yard. Reception children especially value and appreciate having a senior student as a familiar contact to be their friend and to assist them in class time with computing tasks, PE skills, reading or special learning or activity projects, or simply to enjoy some fun at Recess and Lunch.

CHAT BOOK

This book serves as an effective daily communication tool between parents and teacher regarding any issues or concerns that need to be shared regarding a child's progress/development/current situation etc. It should be referred to each day.

HOME READING

Children will bring home sight words in Term 1 and begin taking readers home in Term 2 to read on a daily basis for homework. (Some tips on reading with your child at home are included at the back of this booklet). These are to be kept in the take home folder your child will receive through their booklist. Other correspondence and newsletters will also be placed in this folder for safe transportation home.

LIBRARY BAG

The Lutheran Laypeople's League kindly supplies each new Reception child with a calico library bag. These will be given to children on the morning of their first visit. Please name and send with your child on their nominated Library days. Children can decorate these to personalise them.



LUNCHES

Each day the children have healthy snack, morning recess and lunch. It is useful to slightly open any commercially sealed plastic packaging for easy access. **Please do not pack chocolate bars or lollies for your child's recess or lunch.** High sugar foods like chocolates bars etc, and small packets of chips or other foods with a high fat content are not considered an appropriate food source during the school day.

We have a number of children at Our Saviour who have severe nut allergies so we request that you do not send any peanut based products (eg peanut butter, nutella or muesli bars) with your child for either recess or lunch. Your cooperation in this matter will ensure the safety of all children.

Children are supervised from 1:10-1:20pm as they eat their lunches. Children are encouraged to place in their lunchboxes any part of their lunches that is not eaten so parents can follow up at home.

Lunch boxes may be brought into the classroom on hot days. Icepacks are also recommended to help keep lunches fresh.

Our Canteen provides lunches one day per fortnight, Wednesday. Information on the procedures required are contained in the 'School Procedures' section.



SCHOOL PROCEDURES

BANKING

At Our Saviour Lutheran School, banking is carried out at the School Office each Wednesday morning. Bankbooks are placed in the clear Message boxes which are sent to the Office each morning. Bankbooks will be returned to the classrooms at the end of the day. Banking is conducted through the Lutheran Laypeople's League, which is operated by the Lutheran Church who offer an extremely competitive deposit option.

Accounts accrue no fees, your money is available at call, and the interest, (refer for current interest rate (https://www.lll.org.au/savings/interest_rate)), is currently better than that offered by most banking institutions, making it a preferable option. In addition to fostering in the children a positive attitude towards saving, funds that have been earmarked in the name of the school can be borrowed against by the School should it wish to continue its building program in the future.

We would encourage you to consider opening an account for your child, earmarked to Our Saviour Lutheran School.

The form to open an account with the LLL for your child, is contained in the LLL package each student receives on the first day.

CAR PARK PROCEDURES

Please refer to the complete guidelines for car-park procedures contained in the Parent Handbook (The Parent Handbooks will be issued during the first week of Term 1)

1. The church car-park (park and walk) Parents using the church car-park can park their vehicle and walk their children to class. Parents parking and walking their children to class are required to supervise their children ensuring that students use the pedestrian crossing with parents at all times. The car-park 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 all hours.

2. Kiss & Go - If you wish to “kiss and go” please drop students off at the allocated area in the staff carpark usually where the teacher on duty is located.

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

LEAVE

Students wishing to extend school holidays or take a leave of absence during term are required by the state government to complete an 'Application for exception from school enrolment/attendance and education enrolment/participation (ED175)' form. These forms are available from the school office.

NOTICES

Your child will bring home notices - please check their bag for these. Some of the items you can expect are:

- ☺ The school newsletter – Electronically, Thursday fortnightly
- ☺ Returned bankbooks - Wednesdays
- ☺ Notices of excursion programs
- ☺ PFA special notices (on orange paper)
- ☺ Notices or letters from the class teacher.
- ☺ Special booklets/brochures - such as this one, the 'Parents' Handbook' and 'Our School Family' - an annual contact booklet prepared in February and given to every family in the school.

MEDICATION

If your child requires medication during the day, it must be accompanied with written instructions containing the following information:

- ☺ Name of child
- ☺ Dosage
- ☺ Time and frequency of administration
- ☺ Parent signature of consent

All medication must be sent to the Office where it will be administered by a First Aid Officer, Mrs Colleen Place or Mrs Linda Huckauff.

An exception to the above administration process is Asthma medication. It is acknowledged that some students carry puffers with them for use as required. Please ensure that your child and their teacher know how to use it. When students require assistance with Asthma medication, office procedures as outlined above will apply.

Please be aware that the School is not at liberty to provide paracetamol products for student use. If a child requires paracetamol through the day, parents are requested to provide medication for use.

MESSAGE BOXES

Each class has a clear message box for the transfer of information/documents etc from the classroom to the Office and vice versa. It is left in the classrooms in the morning until 9.25am when it is sent to the Office with messages, form returns, OSHC or fee payments etc where it is kept until 3.00pm. Any messages received at the Office during the day for students regarding changes to home routines etc. or communications home to parents are placed in the Message Box and collected from the office by classroom representatives.

OSHC

An Out of School Hours Care program operates for children requiring care before or after normal school hours. Children arriving at school prior to 8.30am are required to attend OSHC. Any children who have not been collected by 3.35pm are automatically booked into OSHC – charges will apply.

Before school care is available from 7.00am – 8.30am.

After school care is available from 3.15pm – 6.25pm.

Registration is required for all families requiring use of this program and bookings are essential to enable the correct levels of staffing to be provided at all times.

An OSHC package, include Booking and registration forms, is available at the School Office at the start of the school year.

SCHOOL CANTEEN

At present, the Canteen supplies lunches one day per fortnight – Wednesday.

Our Saviour Lutheran School Canteen is primarily staffed by volunteer parents with a volunteer Canteen Co-ordinator.

- When ordering lunch, please send the orders with the money in a sealed envelope to the classroom and place in the message box provided (example next page).
- The lunch order should clearly state the child's name and class, the money enclosed – we do not give change so the correct amount would be required.
- Hot and cold food will be processed separately.

Special Lunch/Treat Days

From time to time, the PFA will also organise 'special lunch or treat days'. These might include 'Showdown' lunches (pie & donut combo), pizzas, BBQ or hamburger lunches, Icees, Hot Donuts etc. These are usually pre-ordered ahead of time.



School Lunch Order

WEDNESDAYS – WEEKS 2, 4, 6 & 8

Please circle the preferred choice *** No other options available

Child's Name:		Class:		
Sandwiches = \$5.00		Wrap = \$5.00		
Bread:	White Multi	Wrap		
Meat:	Ham Chicken	Tuna	No Meat	
Cheese:	yes no			
Salad:	Lettuce Tomato	Cucumber Carrot		
Sauce:	Mayo No Mayo	Butter/Marg	No Butter/Marg	
Hot Food	This week's Specials			
	Pizza Slice (Meat Lovers) GF, NF Salsami, Bacon, Ham and Cheese		\$3.50	order next page
	Pizza Slice (Veggie) GF, NF Roasted Veggie Mix, Olives, Tomato and Cheese		\$3.50	order next page
	Hot Dogs	Without	\$4.00	
	Pie	Pastie Sausage Roll	\$4.50	Refer next page
	Toastie	Ham & Cheese	\$4.00	
	Toastie	Cheese	\$3.50	
	Snack Box 4 x Chicken Breast Nuggets	With Sauce Without	\$3.50	Gluten Free Option
Sushi & Cold Rolls	Cold Rolls	Teriyaki Chicken X 1	\$2.50	
		Teriyaki Chicken X 3	\$5.50	
	Sushi	Chicken & Cucumber X ____	\$3.00 each TOTAL ____	
		Tuna & Avocado X ____	\$3.00 each TOTAL ____	
		Vegetarian – Avocado & Cucumber X ____	\$3.00 each TOTAL ____	
TOTAL AMOUNT ENCLOSED		\$ _____		

PLEASE RETURN YOUR ORDER WITH THE CORRECT AMOUNT IN AN ENVELOPE TO THE SCHOOL OFFICE OR VIA THE CLASS MESSAGE BOX BY 3.15PM THE MONDAY PRIOR



School Lunch Order

WEDNESDAYS – WEEKS 2, 4, 6 & 8

Please circle the preferred choice *** No other options available

The following items are provided by Gourmet Gluten Free Shop
GF – Gluten Free NF – Nut Free DF – Dairy Free Vegan

Child's Name:		Class:	
Chocolate Brownie	GF, DF, NF	\$2.00	
Banana Bread (Slice)	GF, DF, NF	\$2.50	
Mini Muffin Pack (3 per serve) (strawberry/Chocolate/Vanilla)	GF, DF, NF	\$2.00	
Lemon and Poppy Seed Cupcake	GF, DF, NF	\$2.50	
Lemon and Coconut Slice	GF, DF, NF, Vegan	\$2.50	
Apricot Ball	GF, NF	\$2.00	
Date Ball	GF, DF, NF	\$2.00	
HOT FOOD	Pie	NF, GF	\$4.50
	Pastie	NF, GF	\$4.50
	Sausage Roll	NF, GF	\$4.00
	Savoury Muffin Capsicum, Mushroom, Bacon, Cheese and Soy Milk	NF, GF (vegan Option Available)	\$4.00
	Pizza Slice (Meat Lovers) Salsami, Bacon, Ham and Cheese	GF, NF This week's special	\$4.00 \$3.50
	Pizza Slice (Veggie) Roasted Veggie Mix, Olives, Tomato and Cheese	GF, NF This week's special	\$4.00 \$3.50
SMOOTHIES	Watermelon, Rockmelon, Honey Dew, Banana and Orange Juice	GF, NF, DF	\$3.00
	Mixed Berries (Full Cream or Soy option)	GF, NF	\$3.00
	TOTAL AMOUNT ENCLOSED		\$ _____

PLEASE RETURN YOUR ORDER WITH THE CORRECT AMOUNT IN AN ENVELOPE TO THE SCHOOL OFFICE OR VIA THE CLASS MESSAGE BOX BY 3.15PM THE MONDAY PRIOR

SICKNESS

Please report any school absences by telephoning (8270 5488) or emailing (reception@osls.sa.edu.au) the school office or via Skoolbag (app) by 9.15am on the day of absence. Teachers can be notified in advance via a diary note of any pre-planned absences. Please follow this up with a written note to the teacher, for record keeping purposes. **This is a legal requirement.**

If your child is unwell, **please do not send them to school**, even if they want to come. Sending a sick child to school can often lead to a distressed child, possible spread of infection and inconvenience to all concerned.

PARENT HANDBOOK

The Parent Handbook contains more detailed information on Infectious Diseases and the guidelines for exclusion from school. A common occurrence, particularly during the warmer months, is headlice. Headlice are easy to spread, therefore regular inspections of hair are required. If headlice are detected, a recommended lice treatment is required before students can return to school.

SUPERVISION

Teachers are in their classrooms from 8.30am until school starts at 8.50am. Students are required to go to class when they arrive each morning as there are no teachers on duty before school. There are three teachers on duty at recess time from 10.50am until 11.10am and at lunch, from 1.20pm until 2.00pm, The first 10 minutes of lunch (1.10pm – 1.20pm) are supervised by class teachers who ensure all children are seated for ten minutes to eat their lunch, and then the yard is supervised by allocated teachers. One teacher is on duty after school at the Kiss & Go from 3.15pm – 3.35pm. If you are running late to pick up your child please inform the office. All children who arrive late in the morning must be signed in by a parent in the front office.

WORSHIP & ASSEMBLY

The school meets together for worship in the church each Friday beginning at 9.00 am. Parents and friends are always welcome to join us at this time. Classes and church staff are on a roster to lead worship each week.

A free-will offering is collected at Friday morning worship. The main proceeds of this offering goes toward our ongoing commitment to the sponsorship of a child from Africa through World Vision. We therefore encourage students to make a small donation each week so that we can continue our support of our World Vision children.

Assembly is held every second Monday afternoon at 2.45pm and includes presentation of any awards and certificates, visiting speakers, as well as an opportunity for classes to present to the whole school any relevant projects they have been working on etc.



These are just a selection of some relevant routines and procedures and information that may assist your entry to Our Saviour to be as smooth and easy as possible.

A more comprehensive outline, including some important policies you need to be aware of, can be found in our Parent Handbook.

CONCLUSION

I look forward to nurturing and caring for your child through their important first year at School to make it as enjoyable and productive for them as possible.

If you are concerned about any aspect of your child's schooling or transition, please feel free to come and speak to us about your child, particularly if there is a problem, so that it may be resolved as soon as possible. As your child's teacher, I will always be willing and available to meet with you after school or to phone you through the day to discuss any issues.

If there is anything you are unsure of please do not hesitate to ask.

Many Blessings

Tiffany Dayman
Reception Teacher



READING TOGETHER

Some ideas to help you support and encourage your child as you read together:

- Encourage them to follow words with their finger as you read.
- Give them time to look at and discuss the pictures before reading.
- Encourage children when looking at the pictures to predict what the story is about and what will happen next.
- Encourage children to work out words, to have a guess, to look back and re-read the story, to help them predict and work out meanings and words.
- Sometimes read to your child, or take turns in reading parts of the story and then discuss what has been read.
- Occasionally leave out a word in a sentence and let your child guess the word.
- Make reading fun!
- Re-read stories that your child has enjoyed.
- Talk about, point out things like words, first letters, capital letters, beginnings and endings of sentences.
- Praise your child's efforts without criticism or 'yes, but...'
- Encourage effort with hugs, praise, smiling.
- Praise correct reading and when your child corrects their mistakes.
- Write for your child. Encourage your child to read the written story.
- Keep sessions short.
- Choose a time when children are not occupied with a favourite pastime.
- Avoid interruptions and anticipate possible interruptions.
- Sit beside your child.
- Show your child that you are pleased to be with them, this is a special time to be together.
- Stop on time. If you say you will read for ten minutes stop at the end of that time unless the child requests that you both continue. Do not let yourself or the child become bored.
- Set an example by reading in front of your children. Let them see that you enjoy reading.

NOTES...