



Nurture the **FAITH**  
Grow in **KNOWLEDGE**  
Act with **HONOUR**



# Primary Handbook

# WELCOME

Welcome to Trinity Lutheran College.

Whether your child is starting school or beginning a new school year it is a significant and exciting time. We warmly welcome your family to our College community. Our classrooms are stimulating, safe and happy environments where children are valued, and encouraged to learn and grow. Trinity Lutheran College endeavours to develop a quality foundation of learning with all of our students, preparing them to be life long learners.

Our College values, Faith, Knowledge, Honour underpin all that we do and guides the development of our values, attitudes and behaviors.

## ABSENCES

The College must be notified on the day if your child is sick or absent for any reason. Please contact College Reception on 5023 7013, email [absence@tlc.vic.edu.au](mailto:absence@tlc.vic.edu.au) or SMS 0409 857 376 and indicate the reason for the absence. If no reason is provided to the College a text message notifying you of the absence is sent out by mid-morning.

While it is important to attend school daily, please do not send your sick child to school. Rest at home is best.

## LATE ARRIVALS AND EARLY DEPARTURES

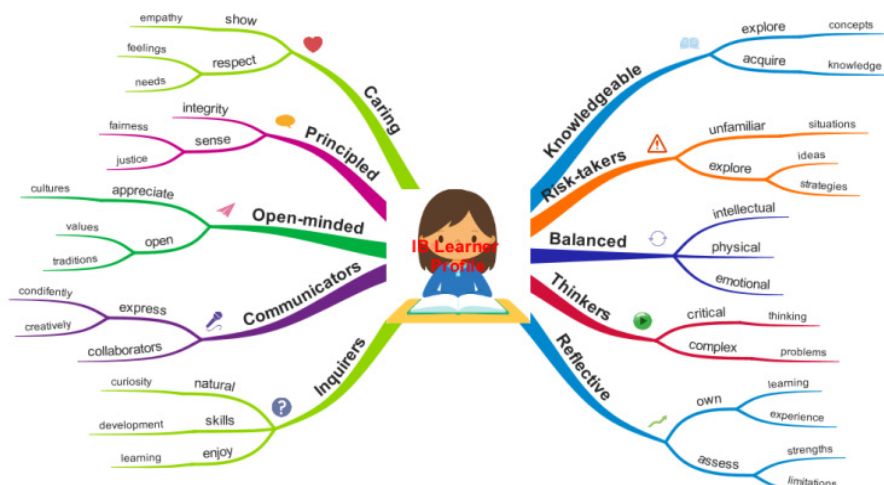
If your child is late to school please ensure they sign in via College Reception. If your child requires early departure, parents/caregivers must come to College Reception to collect their child and sign them out.

## INTERNATIONAL BACCALAUREATE

Trinity Lutheran College is currently a candidate school for the International Baccalaureate, working towards authorisation in the Primary Years Program. The IB programme aims to develop internationally minded people who, recognize their common humanity and shared guardianship of the planet, helping to create a better and more peaceful world.

The Primary Years Programme is an inquiry-led curriculum framework that incorporates local and global issues into the curriculum and develops opportunities for learning in real-life contexts. The IB PYP develops young students as caring, active participants in a lifelong journey of learning. The individual learning focus of IB allows us to scaffold and support students as well as delivering further opportunities to challenge and extend students with deeper learning. The IB authorisation process audits all aspects of teaching and learning against internationally established benchmarks, it has rigorous, academic and personal standards with clear, achievable outcomes for all learners.

As IB Learners we strive to be:



Teachers will explicitly teach children these learner profiles and identify key strategies to develop their growth in each area. In an ever changing world our students develop strategies and tools that assist with personal growth, resilience, self-confidence, persistence and organisational skills. Students will also learn key features of getting along with one another and how to solve problems and conflicts that can arise in a safe, supportive and respectful way.



## CODE OF CONDUCT

Each member of our Trinity Community has an important role to play in our Code of Conduct. Being a learning community that values everyone means there are certain rights that all members have, along with specific responsibilities of everyone as well. Together, we all support one another to ensure our College is a wonderfully safe, supportive and high quality learning community.

RIGHTS	RESPONSIBILITIES
Everyone has the right to learn.	Everyone should support and not interfere with the learning of others.
Everyone has the right to a clean, safe and healthy environment.	Everyone should take an active role in maintaining a clean, safe, healthy environment free from confrontation, physical and verbal abuse and littering.
Everyone has the right to an effective teaching and learning environment, and the right to work to potential.	All members of the college community should work as productively as they are able.
Everyone has the right to mutual respect, courtesy and compassion.	Everyone should show courtesy, respect and a proper consideration to others and respect their property.
Everyone has the right to be proud of their work, school, heritage, religion and culture.	Individuals should take pride in, and not discriminate against or condemn another, for their work, heritage, religion or culture.

## STUDENT WELLBEING

The social and emotional well-being of all children is valued at Trinity. In the primary years, teachers will utilise well researched and successful well-being programs to support the development of our learners into happy children who have a range of strategies and skills to understand and implement throughout the day to day experiences they encounter growing up.

## DAY ONE!

The first day of school for all students is Friday, 31 January 2020.

Opening Chapel is at 9:15am in the Sunset Hall. This will be followed by a morning tea for parents. It is important at this time that you leave your child in the classroom with their teacher. This may be hard, especially if your child is crying or anxious, but it is important to encourage good separation and morning routines from the beginning. The Year 5 buddies will come and visit the Prep students on Day 1. This will assist the children in settling and transitioning into the school.



You can help your child settle in by:

- Ensuring snacks are easy to unwrap (not too much cling wrap) and a lunchbox they can open themselves.
- Putting healthy snacks in a separate container e.g. cut-up pieces of fruit, vegetables or pieces of cheese etc as this will go into their classroom tubs in the morning.
- Putting an extra pair of undies and socks in a plastic bag. Accidents do happen and it reassures children to know they have back-up supplies of their own. The College has a small supply of uniform items in case a change of clothes is required.

### Preparing for School

It is relatively simple to prepare your child for what will happen at school.

You can:

- Talk about what to expect at school. Share your experiences as well.
- Practice making choices and decisions at home to help build confidence.

- Read books daily to develop their love of reading.
- Practice dressing and tying shoelaces (if their shoes have laces!!)
- Help them use the toilet independently.
- Read the letter from the Prep teachers. This will be sent during the holidays.

### **School Readiness**

Many parents worry and stress about what their child can do before they come to school. Our main priority is to ensure children feel safe and secure at school, before learning can begin.

Some skills you might think about fostering:

- Recognising names of letters
- Colours and shapes
- Cutting
- Rhyming
- Writing their name
- Counting groups of objects under 10
- Learning Games, e.g. UNO, Snakes and Ladders, Dominoes, Snap, Fish, etc.
- Learning to hop, skip and balance

### **Starting School**

Most children look forward to beginning school. They are keen to make new friends, learn new things and feel like a grown-up school person. There will be many wonderful experiences for children to enjoy and share with their parents. At the same time, it can be stressful for some children and parents.

The first few weeks can be very tiring and emotional. Children need lots of support. By preparing your child, and being confident that they will manage the new challenges, you can ensure a smooth start to Prep at our College.

It is important we work together to give your child the best start.

Check out the website below for helpful strategies to help with a smooth transition to school:

<https://www.kidsmatter.edu.au/primary/resources-your-journey/starting-school/1-thinking-about-transition-school>

Parents support children in feeling happy and confident by taking steps such as:

- Demonstrating trust in the teacher and enthusiasm about school and learning. A short and reassuring goodbye as you leave encourages independence.
- Allowing your child to pack and unpack their school bag, lunchbox, snack, drink bottle and hat. This allows them to know where their things are for the day.
- Encouraging your child to look after belongings. Have everything clearly named especially hats, socks, shoes, lunchboxes, drink bottles, etc.
- Expecting that your child may be tired in the first weeks at school. Provide a cuddle, drink, snack and some quiet time when they first arrive home.
- Making sure your child has sufficient sleep. Add an afternoon nap at weekends if your child seems over-tired.
- Asking about your child's school day. Learn to ask questions that require some elaboration, such as, 'What was your favourite thing about school today?'
- Consider having a device agreement in place.

Prep teachers are very sensitive to young children and their needs and will offer help and guidance. Be patient and allow your child time to settle into their new environment. Encourage, support and praise them in their transition.

### **Partners in Print**

Reading success is very important to your child's educational future! Learning and using these strategies will improve your child's reading comprehension and boost their self-confidence! Partners in Print is an interactive program for Prep children and their parents. Parents learn the same strategies that their child's teacher uses in the classroom to teach literacy skills. Leaders explain and model the strategies to parents, then the parents practice the strategies with their child.

The series consists of three sessions which are held on consecutive Tuesday nights in Term 1. Further information including dates and times will be distributed at the beginning of Term 1 2020.

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## BANKING WITH LLL

Children are encouraged to bank with the Lutheran Laypeople's League (LLL). The LLL provides deposits with competitive interest at call and without fees. It provides low interest loans to congregations and schools of the Lutheran Church of Australia. School banking operates each Friday and LLL passbooks are processed via the class baskets. It is also a great way to encourage children to save money.

## BUDDIES

Trinity Lutheran College values its sense of community and belonging. For years the College has promoted these values through our student buddy program. Each class in our Prep - Year 2 cohort will have an allocated Buddy class. Our new Preppies will always have the support of their Buddy Class, especially in those first days of school.

## BRING YOUR OWN DEVICE PROGRAM YEARS 5 AND 6

At Trinity Lutheran College, students in years 5 and 6 are required to purchase and bring to school their own iPad. Full device specifications can be found in the Trinity Lutheran College BYOD Brochure for students in Years 5 to 10.

## CANTEEN

Our College canteen is open daily for lunch orders and sales. A menu and pricelist is sent home at the start of the year and at the start of each new term. This can also be found on our website.

Ordering lunch at the canteen is as follows:

- Send your order in a named paper bag with money included.
- Place the order bag in the canteen crate in the classroom in the morning.

Primary students are not permitted to visit the canteen during break 1 but can do so at break 2. Please remind your children that we do not encourage food sharing and that money for the canteen is for them alone.

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## COMMUNICATION

Trinity Lutheran College encourages parents to have two way communication with teachers and staff as we value the partnership between home and school. There are various ways to communicate with the school including:

### Face to Face

If, for any reason you wish to speak with your child's teacher, please be mindful that first thing in the morning can be a bit hectic. After school is generally a better time to catch them.

Alternatively, if you wish to have a longer face to face discussion with your child's teacher, an appointment to speak with the teacher can be arranged through College Reception by emailing [admin@tlc.vic.edu.au](mailto:admin@tlc.vic.edu.au) or by emailing the class teacher with your request. Please note that all teachers are involved in staff meetings after school on some days and are not available for parent interviews at this time.

### ClassDojo



# ClassDojo

At Trinity Lutheran College all primary school class teachers use ClassDojo. ClassDojo is a communication app for the classroom. It connects teachers, parents and students. The app is used to share photos, videos, and messages throughout the school day. ClassDojo helps us all to work together as a team, share in the classroom experience connecting home and school for all students.

## Parent Lounge

We use a web based portal, Parent Lounge, for our College calendar, end of semester student reports, bookings for Student Led Conferences, notes for families and Excursion/Camp permission forms. It is important that your contact details are up to date. This can be changed through Parent Lounge. Each family enrolled at Trinity has a unique family ID. This can be found on your family invoice. You can then login to Parent Lounge through the Trinity College website [www.tlc.vic.edu.au](http://www.tlc.vic.edu.au). There is a Parent Lounge login button in the bottom right hand corner.

## Parental Separation and Custody Arrangements

The school requires copies of any documents that pertain to custodial arrangements for your child.

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## DAY ROUTINE

School starts at 8:45am. Children may arrive from 8:25am with Prep to Year 2 students waiting outside the Victoria building and Year 3-6 students waiting under The Sails area in the Courtyard. Teachers are on duty from 8:25am. School finishes at 3:15pm for all students. Parents and Carers are asked to wait on the outdoor seating at the front of the school or outside classrooms to collect children.

## STRUCTURE OF THE SCHOOL DAY

8.45	School begins
8.45 - 11.05	Session 1, 2 & 3
11.05 - 11.25	Break 1 (Recess)
11.25 - 11.35	Eating time
11.35 - 1.05	Session 4 & 5
1.05 - 1.45	Break 2 (Lunch)
1.45 - 3.15	Session 6 & 7
3.15	Class dismissed



**\*\*Primary Chapel is held weekly on a Friday morning starting at 9.00am**

**\*\*\*Primary students attend full college Assembly on Monday's at 8:50am each fortnight on even weeks.**

## SPECIALIST LESSONS

At Trinity we offer four different specialist lessons for our primary students. These are:

- The Arts (performing and visual), PE, Italian and Chinese in Years 5 & 6 and German in Prep - Year 4

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## HEALTH PLANS

If your child has a severe medical condition the school requires a current health action plan provided by a GP. This must be provided to the College prior to commencement. The College First Aid Officer will also meet with you to develop a college health management plan for your child.

## Anaphylaxis

Trinity Lutheran College strictly adheres to the Ministerial Order 706 which states that enrolled students at risk of anaphylaxis must, by law, have a School Anaphylaxis Management Plan in place before starting school. Families effected are to have an interview with Mrs Jillene Haaja before the start of school and update plans as necessary.

## Food Allergies

You must inform the school if your child is allergic to any foods. The school asks families to reduce the risk to students by not sending products containing nuts or nut products (eg. peanut butter or nutella) to school.

## Medication

If your child requires the administration of short term medication such as antibiotics, a consent form must be obtained via College Reception. This is to be filled in and signed by the care giver to give permission for staff members to administer the medication throughout the day.

## HOME-SCHOOL PARTNERSHIP

Children do best at school when their parents and teachers support each other. Your child's class teacher is the primary carer at school and has his or her best interests at heart. Keeping in contact with teachers and the College is important. Please inform your child's teacher if something out of routine is happening that may impact your child at school.

### Supporting Independence

We want our students to grow into confident people who can do things for themselves. Children at school are expected to become independent such as looking after clothes and belongings, following precise instructions and making decisions.

Parents support children in feeling happy and confident by taking steps such as:

- Demonstrating trust in the teacher and enthusiasm about school and learning.
- Allowing your child to pack and unpack their school bag, lunchbox, snack, drink bottle and hat. This allows them to know where their things are for the day.
- Encouraging your child to look after belongings. Have everything clearly named especially hats, socks, shoes, lunchboxes, drink bottles, etc.
- Asking about your child's school day. Learn to ask questions that require some elaboration.

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## INSTRUMENTAL PROGRAM

Students have the opportunity, through the instrumental music and dance program, to learn an instrument of their choice and participate in performance ensembles or groups. Although it is exciting to be involved in all aspects of schooling life, chat with your child's teacher to ensure your child is ready to take on extra-curricular activities. If you wish to enrol your child, please contact College Reception for an instrumental prospectus.

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## CAMP AUSTRALIA - Outside School Hours Care

Trinity Lutheran College has partnered with Camp Australia, the leading provider of After School and Vacation Care in Australia. The program combines active games with structured and unstructured play, quiet time, homework time and a healthy snack. Camp Australia is located in 'The Nest'. To register go to: [www.campaustralia.com.au](http://www.campaustralia.com.au) or call 1300 105 343

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## PARENT TEACHER INTERVIEWS

At the commencement of a new school year, you and your child will have an opportunity to meet with your child's teacher. This will be a scheduled 15 minute slot. During this time, your child's teacher will meet and greet you and your child and begin making connections and building a relationship. They will gather information to assist with planning the learning programs to meet the needs of the children in the class. They will chat with you also and ask what your goals are this year.

## STUDENT LED CONFERENCES

Throughout the year you will have the opportunity to book in and attend a conference led by your child in partnership with their teacher. During this time you will share in your child's learning, celebrate their achievements, discuss their progress and future goals.

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## PARTICIPATION AND INVOLVEMENT

There are many ways for you to engage in your child's education at school, such as volunteering as class helpers with literacy and numeracy groups, PMP (Perceptual Motor Program), excursions, canteen, attendance at chapel, assemblies, sports days and the like.

### Volunteers

Before anyone can volunteer at the College, they must have completed an induction session and obtained a Working With Children Check (WWCC). A volunteer information pack is available upon request through the College Reception. Dates for the Induction Sessions are distributed at the beginning of each school year.



## Deutschfest

Deutschfest is our annual major fundraising event for Trinity Lutheran College, with all money raised flowing back to the college. It is also a wonderful community event, with people all over Sunraysia and beyond, attending. It is our parents and staff members who make the day as successful as it is.

Each year our PTFA will seek parents to volunteer to run a stall or be a helper in some way. Many hands make light work and all College families are encouraged to assist on the day.

## PARENT SUPPORT

Parent Support is an important aspect of our ministry at Trinity Lutheran College. Our Ministry Coordinator, Mrs Debra Heinrich offers a range of opportunities throughout the year for parents to join together and foster friendships. These activities include morning tea after our weekly Chapel, a Parents Prayer Group and Food Bank coordinated with the help of our PTFA. For further information contact Debra Heinrich at [debra.heinrich@tlc.vic.edu.au](mailto:debra.heinrich@tlc.vic.edu.au).



## UNIFORM AND DRESS CODE

Our College has a set uniform for all students with some variations between the primary and secondary years. There is a summer and winter day uniform and a sports uniform, this is specified in the College Uniform Guidelines on the website. The sports uniform will have a house colour strip. Uniform is compulsory and students are to wear correct uniform every day. If your child is out of uniform for any reason please provide a note. Please ensure ALL uniform items are clearly named and your child comes to college each day in the correct uniform.



The Uniform Shop is located onsite, adjacent to the College Reception. Alternatively, orders can be placed online through the Noone's website. A link to the website is available on the Trinity Lutheran College website.

Children can wear their PE uniform all day on the day of their PE session. Your child's teacher will advise you of this at the start of each year. Other PE uniform days include sports days and some excursions. Parents are advised of any variations.

## Hats

We are a Sun Smart school and adopt the policy of 'no hat – no play' year round. Children without hats are required to remain seated under solid shade at play times. It is handy to have a spare hat when you purchase them at the start of the year. Hats can be purchased at the Uniform Shop.

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