

Parent/Carer Booklet



Principals Welcome

Lucas Gardens School is a school for specific purposes in Canada Bay that provides educational programs for students who have additional support needs and are aged from 5 to 18 years. Many of our students have more than one identified support need including severe and moderate intellectual disability, physical disability, sensory and complex medical/health needs. Our school has an exceptional staff with a wealth of knowledge and skills in Special Education to support and enhance student learning.



Our education programs foster our students' learning, which is delivered within the guidelines of the Department of Education curriculum.

As educators, we strive to create a safe, appropriate and exciting learning environment for our engaged and enthusiastic learners, no matter their individual circumstances, ensuring they achieve their personal best.

Students participate in English, mathematics, history, geography, creative arts, physical education, technology and science lessons. Additional consultancy services that support student learning include speech pathology, occupational therapy, physiotherapy and water safety.

Our students take opportunities to learn, achieve, have fun and develop skills, which they take beyond the classroom and into their communities.

Your child will have a life-long love of learning instilled in them through the passion and enthusiasm modelled by the teachers, school learning support officers (SLSOs) and contracted school based therapists.

At Lucas Gardens School the Principal and three Teaching Assistant Principals form the Executive Team who guide and develop staff, setting school targets and objectives.

Our dedicated administrative staff comprise of a Business Manager (BM) and School Administration Officers (SAO), who manage all of our school's administrative requirements.

A part-time General Assistant (GA) looks after the general upkeep of the school grounds and buildings. In addition, a part time School Counsellor provides support for students and their families.

The school is closely connected to the wider community and beyond and benefits from their fundraising which has resulted in enhanced student learning opportunities and achievements.

On behalf of Lucas Gardens School, I warmly welcome you into our school community.

Jenny Zagas

PRINCIPAL



Lucas Gardens School Staff

Classes

Lucas Gardens School operates twelve classes from Kindergarten to Year 12. Students are enrolled and placed in classes based on their chronological age. Each class has a classroom teacher and school learning support officer with the maximum number of students in each class capped at ten students.

Primary Curriculum

Student achievements for Kindergarten to Year 6 are reported in the Key Learning Areas (KLAs) of:

- English
- Mathematics
- Science and Technology
- History
- Geography
- Personal Development, Health and Physical Education
- Creative Arts.

Secondary Curriculum

All students in Years 7-12 access a Life Skills pattern of study.

Students in Years 7-10 work towards the RoSA (Record of School Achievement), satisfying the NSW Education Standards Authority (NESA) requirements across KLAs, addressing outcomes and content in ten subjects.

Students in Year 11 are enrolled in six subjects to complete the Preliminary Higher School Certificate, whilst Year 12 students complete five subjects to achieve their Higher School Certificate. Subjects include:

- English
- Mathematics

- Science
- History
- Geography
- Personal Development, Health and Physical Education.

Additional Programs and Philosophy

Library

Students visit our well-resourced Library weekly, borrowing books and participating in Library lessons connected to their class units of study.

Visual Arts

All students participate in a Visual Arts Program implemented by a visual arts teacher. Students are able to develop their Visual Art skills through experimentation with various 2D, 3D and 4D art processes including painting, drawing, print making, collage, sculpture, ceramics, digital art and film. Additionally, students engage in the study of a variety of different artists from different periods and cultural backgrounds to assist in understanding and appreciating art as well as representing meaning in their own works.

Technology

Our school is well resourced with state-of-the-art technology. All classrooms have an interactive whiteboard, iPads, and touchscreen computers. In addition to this we have two mobile touch screen monitors called Tap-Its, that are adjustable in order to cater for students' specific physical needs. The school also has 3 Skoogs which are touch sensitive cubes linked to computer software to produce musical sounds. Teachers and SLSOs continually update their professional learning to enhance their technology skills enabling them to use technology as an effective teaching tool.

MOVE Philosophy

Staff conduct programs at Lucas Gardens School by applying the Mobility Opportunities Via Education (MOVE) philosophy. This philosophy encourages student movement and independence and it is embedded in all of our teaching and learning practices. Our goal is to encourage students to sit, stand, walk and transition for a purpose, fostering greater independence and more opportunities to participate within the community.

Occupational Therapy

The Occupational Therapist contractor conducts formal and informal assessments. Students are supported through fine motor skill activities, readiness to learn activities and positioning.

Physiotherapy

The Physiotherapy contractor enables students to access the curriculum and fully engage with their learning. The Physiotherapist reviews students' needs and works closely with staff, students and parents/carers to develop individual physiotherapy programs which staff implement.

Speech Pathology

The Speech Pathologist contractor conducts formal and informal assessments for every student, consulting with staff, students and parents/carers to develop student centric communication programs that enhance student learning.

Water Safety Program

Each student has the opportunity to use our Hydro Centre in order to develop water safety awareness skills. Staff are trained to guide students in a comprehensive program conducted throughout the year.

Bell Times – If your child is late for school or has an appointment and needs to leave school early, please avoid bringing them or collecting them during recess and lunch breaks.

8:45am	Start of school day bell
Between 10:20am-11:35am	Recess
Between 12:25pm-1:35pm	Lunch
2:45pm	End of school day bell Students assemble in bus bay area Parents/carers or Assisted School Travel collect students.

School Uniform

It is an expectation that all students wear the school uniform each school day. This comprises of a yellow polo shirt, bottle green shorts for summer and tracksuit pants during colder weather. Yellow polo shirts, bottle green jackets and hats embroidered with the school logo can be purchased from the school. Other items are available at Lowes, Target, Kmart or Best and Less.

Sun Smart

The schools sun smart policy recommends that students wear a hat when they are outdoors to protect them from the elements.

Absences

Legislation requires that all children aged between six and seventeen years regularly attend school. If students are absent, on their first day of return, a letter must be forwarded to the school specifying the reason for the period of the absence and all dates absent.

Students arriving at school with parents/carers after 9:00 am should report to the office to sign the student in on the Passtab system. Staff are then called to collect students so please remain in the reception area.

If an early departure is required, due to an important appointment that cannot be scheduled outside of school times, parents/carers must communicate this to the classroom teacher via the communication book, prior to the appointment. If your child becomes unwell during the school day, the school will contact you, or your emergency contact, to request that your child is collected as soon as possible. To facilitate this, it is important that you keep the school informed of any changes to your contact details.

When leaving a message on the school phone or emailing about your child's absence, please ensure you state the reason for the absence.

Positive Behaviour for Learning (PBL)

Lucas Gardens School is a PBL School. Our program is based upon the values derived from our Mission Statement:

“Lucas Gardens School provides a safe and inclusive quality learning environment that empowers students to achieve their personal best.”



Our core rules are:

Be Safe Be Respectful Be a Learner

Lucas Gardens School Positive Behaviour for Learning		
Be Safe	Be Respectful	Be a Learner
Hands and feet down 	Use a quiet voice 	Work first
Listen 	Use good manners 	Work together
Move safely 	Take turns 	Good work

Zones of Regulation – implemented across the whole school

The **Zones of Regulation** is a conceptual framework used to teach students self-regulation and self-control. According to the book *Zones of Regulation* by Leah M. Kuypers, creating this type of system to categorise the complex feelings and states students experience improves their ability to recognise and communicate how they're feeling in a safe, non-judgmental way.

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the red zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however, one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as

happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

At Lucas Gardens every classroom nook and learning space has a Zones of Regulation display so students can place their photo in the appropriate zone.

Students participate in learning activities to deepen their understanding of the different regulation zones. For some specific students, individual and personalised zone books have been designed for additional support. Additionally, the staff use consistent language to support students in self-regulating.

This program has been collaboratively designed with the school's speech and occupational therapists.



Students are explicitly taught these rules and expectations, why they are important and what they look like at school, at home and in the community. Students receive positive reinforcement for demonstrating the expectations.

PBL works to create a positive and consistent culture within the school community.

Opportunities to visit the school and/or the classroom

Throughout the school year, parents/carers are provided with a variety of opportunities to visit the school and/or the classrooms. Such opportunities may include:

- Parent/Carer Meet and Greet
- Open Classrooms
- Harmony Day
- Book Week
- Sports Days
- Assembly
- Easter Hat Parade
- Parent Morning Coffee Meetings
- Education Week
- Presentation Day.

Visiting Lucas Gardens School

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. We seek to create and foster strong partnerships with families, community members and services, with a view to opening up our learning facilities by providing opportunities for all key stakeholders to witness our programs and students' progress. We recognise our duty of care to ensure a safe environment for students and staff of Lucas Gardens School. To support this, it is valuable to know that entering a school site is a privilege and interactions and behaviours between students, staff and community members are to be respectful and productive for the benefit of our students, at all times.

Parking/Visiting

In order to maintain carpark safety, all parents/carers must park in a designated disability car parking spot when attending the school site. During school drop off and collection times, please join the bus queue. Thank you for your strict adherence to this practice in the interest of safety for all. If entering the school building, please report to the school office and sign in and out using *Passtab*.

Communication with Teachers and the School

The classroom teachers at Lucas Gardens School are committed to fostering positive relationships with student parent/carers. Regular communications occur through the following channels:

- Parent/Carer and Teacher Interviews which are scheduled each year
- Communication books
- Arranged consultations with the teacher before and after school (please contact the relevant teacher to organise an appropriate time)
- Emails
- Phone calls
- The Personalised Learning Support Plans (PLSP) planning days
- Review days
- School Open days.

The School Principal is also available by appointment.

Policies, Procedures and Guidelines

At Lucas Gardens School we consistently revise our school procedures and guidelines, in line with Department of Education policies. From time to time you will receive requests to support us with paperwork and we thank you in advance for your input to ensure student wellbeing is at the forefront of all we do. A copy of many current procedures and guidelines are available on the school website.

Health and Safety Induction Briefing

Health and Safety Directorate

For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure

Mandatory site requirements:

- All visitors are required to report to reception on arrival and sign in on *Passtab*.
- Observe all speed, parking and vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education premises.

Smoking

Smoking is not permitted on department premises.

Alcohol and Illegal Drugs

Alcohol and illegal drugs are not permitted.

Weapons

Weapons, including knives, are not permitted.

Dangerous Goods and Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at reception prior to entering the site.

Reporting Injuries/Hazards

All hazards and incidents must be reported to the main office.

- Injuries will be recorded in the *Register of Injuries*.
- First Aid treatment is available on site.

Local level induction

A local level induction will be provided upon entry to the school detailing site safety considerations including the age and nature of students.

Contractors

All **Property NSW** and **School Infrastructure NSW** contractors must:

- complete the **Facility Site Visit Log**
- advise the status of the job before leaving the site.

All **independent contractors** must in addition:

- produce all documentation in accordance with the local workplace safety procedures for independent contractors. Form 034 is located on the [Contractors, Volunteers and Visitor Safety page](#)
- sign visitors register

For all **other contractors/visitors** essential requirements necessary to deliver required service are checked and recorded at a local level, this may include:

- Insurances and up to date qualifications
- Appropriate level of [Working With Children Check](#) (including volunteers).

Health and Safety Induction Briefing

NSW Department of Education

WELCOME TO

Lucas Gardens School



The New South Wales Department of Education is committed to the work health and safety of employees, students, contractors and visitors

Safety Induction Briefing

Emergency Procedure

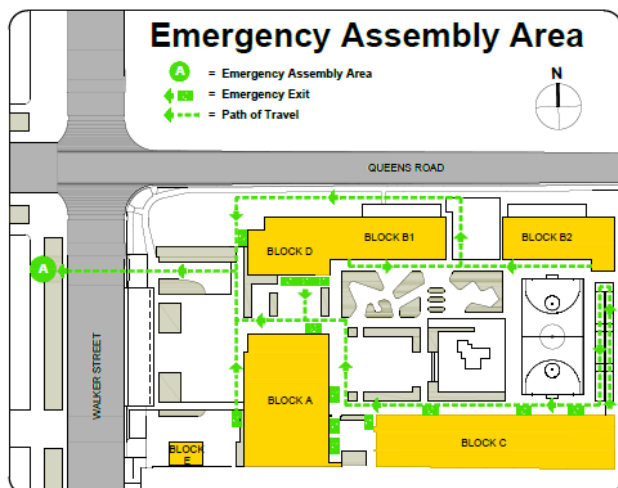
Lift

Do not use the lift unless two people are on site (buddy system), with radios (walkie-talkies) which must be taken into the lift. Anyone working alone on site must not use the lift.

In an emergency
DO NOT USE THE LIFT

Emergency Assembly Area

- = Emergency Assembly Area
- = Emergency Exit
- = Path of Travel



Emergency Procedures

In a life-threatening emergency, or when Police, Fire, or Ambulance Services are required.

DIAL 000 immediately

For all emergencies, injuries, hazards or near misses, contact the front office by dialing 9 on internal phones or 9744 6461.

Evacuation: Continuous whoop sound

Proceed to the safest, closest assembly point located on the map. Follow warden instructions.

Lockdown: Beeping that gradually gets louder

Proceed to your closest classroom, follow school staff instructions, or if alone lock the doors (if possible) and remain silent until the chief warden gives the all clear.

Lockout: PA announcement or phone call

Entry to and from the site will be closed. Follow the instructions of the chief warden until advised that you can continue as usual.

First Aid Officer is Denise Noordeloos, SLISO

Located: Classrooms

Site Contact is Jenny Zagas, School Principal

Located: Principal's Office

