



Lucas Gardens School

Celebrating Ability Through High Expectations

Cnr Queens Rd & Walker St Canada Bay NSW 2046

Ph:9744 6461 Fax: 97441705 Email: lucasgarde-s.school@det.nsw.edu.au

Parent/Carer Booklet



Celebrating Ability Through High Expectations

Principals Message of Welcome

Lucas Gardens School is a school for specific purposes in Canada Bay that provides educational programs for students who have high 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 programs that support student learning include school funded 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 school based therapists.

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

Our dedicated administrative staff comprise of a School Administration Manager (SAM) and a part time School Administration Officer (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 currently operates eight classes from Kindergarten to Year 12 and retain two places for students who attend respite care at Summer Hill Respite Centre. 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 being 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-lts, 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 school funded Occupational Therapist conducts formal and informal assessments. Students are supported through fine motor skill activities, readiness to learn activities and positioning.

Physiotherapy

The school funded Physiotherapy Program 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 school funded Speech Pathologist 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 during terms one, two and four.

Bell Times

8:45am	Start of school day bell
10:40am-11:15 am	Recess
11:15am-12:55 pm	Classes resume
12:55pm-1:30 pm	Lunch
1:30pm-2:45 pm	Classes resume
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.

If an early departure is required due to an important appointment that cannot be scheduled outside of school times, parents/carers must communicate this with the classroom teacher via the communication book prior to the appointment.

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



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.

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 current procedures and guidelines are available on the school website.

Closed Circuit Television (CCTV)

As disclosed at our school entry and in line with current *schools facilities standards*, please be aware that CCTV monitors our school premises at all times.

Site Safety



Site Safety Booklet

Welcome to Lucas Gardens School

All visitors are required to read this safety booklet on arrival and adhere to all school policies and procedures.

The NSW Department of Education is committed to the Work Health & Safety of employees, students, contractors, volunteers and visitors.

Contractors must report to the Principal or Delegate to:

- ❖ Indicate the location and duration of the job as applicable.
- ❖ Sign the school's site contractors book and/or complete Passtab on both arrival and departure.
- ❖ Advise the status of the job before leaving the site as applicable.
- ❖ Ensure tools or hazardous materials are not left behind in unsafe areas.
- ❖ Produce a copy of their Safety Management Plan including use of personal protective equipment and controls for site-specific hazards, before attending the site to undertake works.
- ❖ Produce public liability insurance before work is commenced.
- ❖ Provide a Working with Children Declaration letter and other documents as advised.

All volunteers must:

- ❖ Provide a Working with Children Declaration letter, appendix 11 and 100 points of ID *before* attending site to volunteer.

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

Mandatory Site Requirements

- ❖ All visitors are required to report to the main office on arrival and sign in on Passtab.
- ❖ All visitors must return swipe cards, keys and record the time they leave, on departure.
- ❖ All visitors must observe all parking and vehicular restrictions.
- ❖ All visitors must obey all safety signs and barricades.

VIOLENT, THREATENING OR OTHER UNACCEPTABLE BEHAVIOUR IS NOT TOLERATED ON NSW DEPARTMENT OF EDUCATION PREMISES.

Emergency Procedures

In a life threatening emergency phone



In all cases, advise the Principal, Assistant Principals or School Administration Manager

Exits

For your safety, make sure you know the location of your nearest exit and evacuation route.



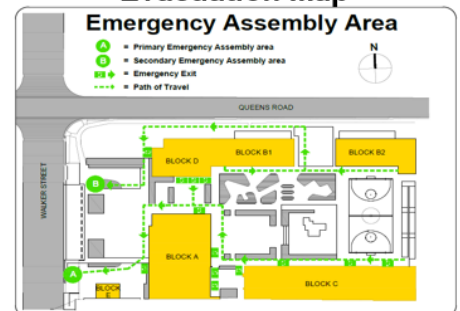
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- ❖ **SMOKING** is not permitted on DoE premises.
- ❖ **ALCOHOL AND ILLEGAL DRUGS** are not permitted on DoE premises.
- ❖ **WEAPONS**, including knives are not permitted on DoE premises.
- ❖ **Visitors, volunteers and Contractors** intending to bring **DANGEROUS GOODS AND HAZARDOUS SUBSTANCES** on site must declare these at the main office prior to entering the site.
- ❖ **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.

Evacuation Map



Evacuation

(Continuous whirring sound)

- ❖ PA announcement identifying evacuation point or whistle sound
- ❖ Lock all doors and move to Evacuation Point A or B as indicated on map above.

Lockdown

(Beeping sound that gradually gets louder)

- ❖ PA announcement, beeping sound or air horn
- ❖ Move to closest secure point (occupied classroom, office, multi-purpose space, library).
- ❖ Phone office (9744 6461) ext 9 to alert staff of your whereabouts.