

# Light Pass Primary School

LEARNING • POSITIVITY • PERSISTENCE • SAFETY



## INFORMATION BOOKLET 2025



Government of South Australia  
Department for Education



# Light Pass Primary School

LEARNING • POSITIVITY • PERSEVERENCE • SAFETY

395 Light Pass Road

P.O. Box 36

LIGHT PASS SA 5355

**Phone:**

08 8562 1024

**Email:**

[dl.0223.info@schools.sa.edu.au](mailto:dl.0223.info@schools.sa.edu.au)

## Welcome letter from the principal

Dear Parents and Caregivers,

Welcome to Light Pass Primary School. We hope that your child's enrolment will be the beginning of a positive and rewarding experience for you and your family.

At Light Pass Primary School, we are committed to the provision of the highest quality education in partnership with the school community. We believe that student progress is underpinned by the development of a positive approach to learning and a high level of wellbeing.

We pride ourselves on our ability to provide a quality, supportive learning environment where student wellbeing is constantly maintained and enhanced in line with our values of learning, positivity, perseverance and safety. We are continuously exploring ways to facilitate student improvement and education equity, students are encouraged and supported to take on challenges, to take risks and learn from mistakes.

As a small school, our class sizes are kept small enabling teachers to provide a comprehensive learning program which caters for the learning needs of all students.

We look forward to working in partnership with every child's family to improve their learning. Please speak to the teachers or myself whenever the need arises. You have the most knowledge about your child and any information you can share, which supports their learning, helps them to achieve their personal best.

Kind regards,

Melanie Leslie  
Principal

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# General Information

Address: 395 Light Pass Road  
Light Pass SA 5355  
Phone: 08 8562 1024  
Email: [dl.0223.info@schools.sa.edu.au](mailto:dl.0223.info@schools.sa.edu.au)  
Website: [www.lightpassps.sa.edu.au](http://www.lightpassps.sa.edu.au)

## Staff 2024

Principal	Melanie Leslie
Year R-2	Sarah Walker
Year 3-6	Chelsea Ruediger
NIT Teacher	Anna Leonov
Front office and Admin	Becky Barnett
Finance	Kim Kerr
Classroom Support	Sandi Schembri
	Jenny Prince
	Mandy Bubner
	Anna Mudge
	Tyrell Burgess
Groundsperson	Paul Schultz

## Governing Council 2025

Chairperson	Mike Griffin
Vice Chairperson	Carla Auricht
Secretary	Kim Trinne
Treasurer	Jenny Doecke

## Term Dates 2025

	Term 1	Term 2	Term 3	Term 4
2025	28 <sup>th</sup> January to 11 <sup>th</sup> April	28 <sup>th</sup> April to 4 <sup>th</sup> July	21 <sup>st</sup> July to 26 <sup>th</sup> September	13 <sup>th</sup> October to 12 <sup>th</sup> December

## School Times

8.50am	School starts
11.00am	Recess break
11.40am	Lesson time
1.40pm	Lunch break
2.00pm	Lesson time
3.15pm	Dismissal

**Students are dismissed at 2.40pm on Mondays**

# Values

The Light Pass School Community supports and values:

**Learning**  
**Positivity**  
**Perseverance**  
**Safety**

Based on the above values, the school community acknowledges positive student behaviour at every opportunity.

**Learning means** *“we all have the right to learn and teachers have the right to teach”*

We do this by:

- Growing our brains
- Working together and independently
- Being ‘Ready to Learn’

**Positivity means** *“kindness, caring, compassion and respect to create a positive learning environment”*

We do this by:

- Encouraging and helping others
- Using kind words and actions
- Being respectful
- Wanting to learn new things

**Perseverance means** *“trying your best, never giving up, and accepting challenges”*

We do this by:

- Asking questions
- Thinking hard
- Learning from mistakes

**Safety means** *“we are 100% committed to the safety of everyone”*

We do this by:

- Providing a safe learning environment
- Learning safe ways to express ourselves
- Considering the safety of everyone – students, staff and visitors to our school

We ask that parents support us with the implementation and recognition of these values.



# School Administration

Our office staff undertake a range of roles to assist both staff and students in the general day to day running of our school.

## Attendance

### Reporting absences

Please notify the school via phone call or personal contact on the day that your child/ren are absent. Light Pass Primary School has a voice mail setting to allow you to leave a message. This will allow us to notify the class teacher and code the absence correctly in our roll books. Any notes must be signed by the parent/caregiver, including the date and reason for the absence. Absences can also be communicated via Class Dojo.

### Late arrivals or early departures

At different times, children may arrive late to school or need to leave early. Please provide an explanation, in person, writing or via a phone call when your child/ren is late.

Parents wishing to collect children for an early departure must also report to the front office with an explanation and sign their child/ren out. Should they return the children to school after some time out (eg a dentist's visit), the children need to be signed back in to the school at the front office.

Parents are encouraged to schedule appointments outside of school hours.

**Being half an hour late to school each day from Reception to Year 10 equals missing one year and half a term of schooling.**

### Exemptions

Information regarding the process for short-term exemptions from school under special circumstances is available by contacting the principal of the school. Application for exemptions exceeding more than one calendar month must be forwarded no less than one month prior to the date from when the exemption is sought.

For further information, please see our Attendance Policy on our website [www.lightpassps.sa.edu.au](http://www.lightpassps.sa.edu.au) or ask for a copy at the front office.

### Bus Transport

Bus transport to and from school is provided from the Stockwell, Truro and Ebenezer areas. More information about bus travel can be provided through the school office.

### Enrolment

Enrolment and information packs are available from the front office. Tours with our school principal are available on request – please phone the school to make an appointment.

Children are not under compulsion to attend school until they are six years old, however once they are enrolled, there is a legal requirement to attend. The school must sight proof of age of the student prior to enrolment.

From 2024 there will be 2 intakes for children entering reception: a term 1 intake and a term 3 intake.

Students who start school through a mid-year intake complete 6 terms of reception.

## Materials and Services (School Fees)

School Fees are assessed each year. Fees charged are to cover the purchase of new equipment, repair and replacement of existing equipment (computers, mower, copier etc), library books, text books, ground maintenance and improvements. Our fees for 2025 are \$340, with a government rebate of \$200.

## Money

Money brought to school will be collected by the School Service Officer in the front office or finance officer. It will assist us if all money is sent in an envelope with name, purpose and amount on the front.

## Photos

In Term 1, MSP Photography will visit to take our school photos. Envelopes with the names of your child/ren will be sent home prior to the sessions. Payment is made directly to the photographers on the day the photos are taken. Alternately online payment can be made.

If for any reason you do not want your child/ren to be part of the class photograph, please let us know.

## Playgroup

Playgroup is held every Friday during school terms between 9am and 11am. It is aimed for children 0-5 years old and everyone is welcome. We ask for a Gold Coin donation to help cover costs. For more information, please come and see us at the front office.

## Policies

At Light Pass Primary School, we have a number of policies. These include Anti-bullying policy, Attendance policy, Behaviour Support policy, Dress code policy and Sun Smart policy.

Our policies can be found on our website [www.lightpassps.sa.edu.au](http://www.lightpassps.sa.edu.au) or you can ask for a copy at the front office.

## School Card Scheme

The School Card Scheme administered by the DfE provides assistance for low-income families towards the cost of school fees. This allowance for each approved child will be paid directly to the school.

If you want to know more about the scheme, or complete your application online, please go to: [www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme](http://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme)

## School Dress Code

Light Pass Primary School requires that all students adhere to the dress code at school, during school excursions and when representing the school in the community.

Families can purchase uniform items every day of the week from the front office. Most items will be available immediately whilst other items may need to be ordered in.

Light Pass Primary School uniform items include:

- Bottle green polo shirt with logo
- Green/white check dress with collar and sleeve cuffs
- Bottle green, black, grey shorts, skirts, trackpants
- Bottle green windcheater or jacket (with or without logo)

## Transition Visits

### **Reception**

A transition programme will be communicated through the local pre-schools and with enrolling parents. This provides the families with an opportunity to meet the principal, teachers and other children as well as a chance to explore the school. This will involve a programme of half-day visits building up to a full day prior to the commencement date.

### **Year 6**

A transition programme is in place to support our Year 6 students as they move to their secondary school learning. The majority of students from Light Pass Primary School transition to Nuriootpa High School.

### **New enrolments**

Children enrolling from another school are also provided with an opportunity to visit and meet the staff and explore the school environment. This can be arranged by contacting the front office.

## Use of School Grounds

It is an offence for an unauthorised person to be on the school grounds between midnight and 7:00am.

If children are in the school grounds outside of school hours, their parents are responsible for their safety and behaviour and are requested to supervise them.

We ask families to report any inappropriate use or damage to the school to the local police.

## Visitor's Register

We have a register or sign in book at the front office. If you are in our school other than to drop off or pick up your child/ren, you will need to sign in. This is a safety issue and forms a part of good practice at all school sites.

## Yard Duty

### **Before School**

Staff are on duty from 8:30am each morning. Children are not permitted to enter the school grounds until **8:30am** or when the bus arrives – whichever is earlier. If this is before 8.30am, all children must come straight to the library.

In cases where parents need to drop their child/ren at school before 8:30am, the child/ren must go to the library until supervision commences at 8:30am. Should this be an ongoing arrangement we ask that we receive some written communication to inform us.

### **After School**

Children are dismissed from classes at 3.15pm. Children must wait inside the fence and not leave the school grounds until the teacher on yard duty has arrived. We ask that parents do not take their child/ren until the yard duty teacher is present. This regulation is in place as we are located on a main road and wish to ensure road safety.





# Curriculum and Learning

## Required areas of study

Reception– Year 10 teachers in Department for Education schools are required to plan, teach, assess and report on students' learning using the Australian Curriculum learning areas/subjects.

The Australian Curriculum sets out, through content descriptions and achievement standards, what children should be taught and achieve as they progress through school. It includes learning areas, general capabilities and cross-curriculum priorities that together support 21st century learning.

Further information on the Australian Curriculum is available at: [www.australiancurriculum.com.au](http://www.australiancurriculum.com.au)



## Homework

We believe that it is important to develop good study habits in all children. Expectations of children and (parents' support) vary according to year level. Please confirm homework procedures with individual teachers.

## Library

All children and parents are encouraged to use our Library. The number of books that a child may borrow varies - as they get older, they are allowed to borrow more books. Lost books are the responsibility of the borrower and all efforts must be taken to return books to school. Books not returned to the school will have to be paid for by the borrower.

## Reading at home

- Parents are asked to read with their children each evening at home. Children will have readers as well as reading material from the school library or home. It is also beneficial for children to hear an adult read to them.
- A child's reading develops best when he/she reads frequently and has a set routine. Most importantly reading needs to be viewed as an enjoyable, fun activity.
- Classes also have an excellent range of reading resources for children to borrow for home reading.
- Please complete and sign their reading diary regularly.
- If you would like to discuss your child's reading, staff would be more than happy to do so.

## School Camp / Excursions



A whole school camp is held once every two years with an overnight stay somewhere. We also have a number of excursions throughout the year. These camps/excursions give children an opportunity to experience "independent life" away from parents and is an important part of student learning.

Parents can set up a payment plan for budgeting purposes prior to camps/excursions.

## Sports Day

Sports Day is held in conjunction with 6 other schools - Keyneton, Truro, Wasleys, Robertstown, Cambrai and Sandy Creek. Each of the schools takes turn to host the Sports Day. There is a combination of races, team games and fun activities. Parents are encouraged to attend the event and support their child/ren.



## Staff Availability

The staff welcomes conversations with parents/caregivers. If you wish to discuss an issue or your child's progress with a staff member, we ask that you negotiate a mutually agreeable time to meet. If the matter is urgent, please don't hesitate to make contact.

## Stationery

Each child will be issued with stationery requirements for the year. These items are to be covered and named by parents and returned to school. All of the children's belongings, including clothing should be named. Students in the upper primary class will be supplied with a calculator and scissors.

## Swimming Lessons

Swimming lessons are a part of our PE curriculum and they are scheduled to happen in Term 2, 2025. Qualified instructors conduct the lessons over a week.

## Vegetable Garden

We have our own vegetable garden that our children tend to, learning to plant vegetables, help them to grow and then picking them when they are ready. There are fruit trees in our grounds and the children are encouraged to pick and eat the fruit. You will also see some free-range chickens wondering around – and sometimes even learning with our children.



# School Communication

Effective communication between all members of the school community is a key to student success. Parents and caregivers are encouraged to participate in their child's education and there are opportunities to do this through a variety of means.

## Assemblies

Assemblies are held on Fridays and weeks will be announced at the beginning of each term. The SRC runs each assembly and classes have the opportunity to share their work. Awards are presented at the assembly with a different focus each term.

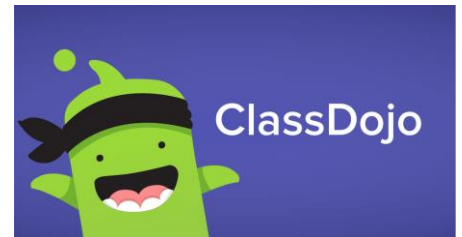
## Newsletters

A significant form of communication between school community members is the School Newsletter. This is sent home on Fridays and weeks will be announced at the beginning of each term. The newsletter is also posted on the school website.

## ClassDojo

We use ClassDojo as the main communication tool between home and school. Parents are able to message the class teacher directly through the app to inform of any information pertinent to their child.

Teachers will also message parents directly if required. Teachers are of course teaching during the day. Please allow a fair response time. Succinct and respectful communication is really important so that we can work together for best possible outcomes.



The school also uses ClassDojo for urgent updates/reminders/whole of school information.

## Diaries/Communication Books

All children have either a diary or a communication book which acts as a two-way communication between teachers and families.

Please ensure you check their diaries or communication books daily as teachers often put notes in affecting their day-to-day curriculum activities.

## Social Media

We are using Facebook to communicate with our families and wider community. Please ensure you like the page and share with others.

Please be mindful that this page is seen by the broader community when discussing the school or any information about the school community. Please follow the Grievance Procedure if you have a concern.

## Reporting on Student Progress

The components of our approach to reporting on student progress is as follows:

- Formal reporting processes include a Student Progress Meeting late in Term 1, a written report at the end of Term 2 and a final written report at the end of term 4.
- Interviews are available at any time during the year. We ask that **parents make an appointment** if an important matter is to be discussed. This will give teachers a chance to prepare and set aside time to give parents undivided attention.
- Parents of Years 3 & 5 students will receive NAPLAN results later in the year.

In addition to the above, we will continue to:

- Invite interviews from parents AT ANY TIME – please make an appointment
- Approach you when we are concerned with your child/ren's progress
- Welcome informal discussions with you about your child/ren's progress whenever the opportunity should arise.



## Health and Safety

### Accidents

#### *Minor Injuries*

These are dealt with by the staff and parents will be notified if appropriate eg: blood noses, grazed knees, headaches.

#### *Head Injuries*

A phone call will be made to the parents/caregivers in every instance of a head injury. A decision will be made whether the child will continue to be monitored at school or whether the family will collect and seek an assessment by a health professional.

#### *Major Injuries*

Every attempt will be made to contact the parents/caregiver to inform them of the injury. If a decision is made to seek emergency treatment and the parents/caregiver cannot be contacted, staff will arrange suitable transport to a place for the appropriate treatment of the injury.

All schools have an Ambulance cover which means that if an Ambulance is required in an emergency or as a preventative measure, there is no cost to the parents/caregivers.

## **Inclement Weather Policy**

During inclement weather students use the Resource Centre or their classroom at recess and lunch. Inclement weather is determined as days when the temperature exceeds 36°C, there are storms, heavy rain or strong winds.

## **Nut aware**

Light Pass Primary School is a **nut aware zone** owing to children who are highly allergic to nuts. For classes with children who are anaphylactic to nuts, those classrooms become a “nut free” zone.

## **Student Health and Medication Management**

Parents are requested to complete a form containing relevant medical and health information for each child at the time of enrolment. Parents are asked to update this information at the start of each school year or whenever there is a change in their child’s medical condition.

All medication distributed at school is to be prescribed by a health professional and provided as a daily dose (or a week’s supply at the most, except in long-term continuous care arrangements). A medication authority, completed by the prescribing health professional, must accompany the medication. Medication must be within the expiry date of the product and delivered in the original container with the label from the pharmacy.

If a child needs urgent medical care, hospitalisation or an ambulance, these services will be arranged by school staff. We will attempt to contact parents or other persons nominated on the child’s records. All medical or dental services will be paid for by the parents/caregiver of the child.

## **Sun Protection Policy**

During terms 1 and 4, students and staff are required to wear a sun smart hat during recess and lunch play, PE and during excursions and camps. These hats are bucket hats and are available for purchase from the school.

# **Parent/Caregiver Participation**

Our school welcomes parent involvement and participation. Volunteers provide support in many areas and contribute to the success of learning and student wellbeing programs.

There are many areas which you may consider volunteering your services:

- Governing Council
- Fundraising committee
- Working bees
- In the classroom by negotiation with the class teacher

All volunteers must complete a Department for Education volunteer application form and a certificate of participation for Responding to Abuse and Neglect (RAN) Volunteer Induction session.

A current Working with Children Check is required for volunteers for some activities. Please speak to the school for clarity around requirements.

## Fundraising

A Fundraising Committee has been formed and fundraisers are held regularly during the year. All money raised from these functions is used to purchase equipment for the school, to develop the grounds or to enhance the students' education.

## Governing Council

The Governing Council meets on Monday nights from 5.30pm twice a term. Governing Council consists of 4 parents plus the principal, as per the constitution

# Community Events

At Light Pass Primary School, we value the community we have built and the broader community around us. We participate in community events such as sharing work at the local shows, laying a wreath at ANZAC Day ceremony, and entering the local scarecrow competition.

### 2023 – The Barossa Vintage Festival Scarecrow Competition Winners for Best Primary School - Kindness



### 2024 – ANZAC Day Dawn Service at Nuriootpa RSL

