



**LUDMILLA
PRIMARY SCHOOL**

Ludmilla Primary School Handbook



Principal's Message

Welcome to Ludmilla School.

Ludmilla School is a well-resourced government primary school in Darwin. The school was established in 1967, making it one of the oldest schools in the Territory.

A recent \$7.4m redevelopment of Ludmilla Primary School has created contemporary learning spaces and a vibrant early learning centre to cater for future growth. The works included new landscaping at the front and side of the school, flood mitigation measures and a brand new play area for students.

Today Ludmilla continues to build upon, and celebrate the rich historical, cultural and social heritage of Darwin. Our school is a dynamic and welcoming community with strong partnerships between school, home and the local community. Inspired by the school motto of "Together we can achieve anything", we welcome families, students and staff of many different cultures and work together to provide our students with the best education we can.

Ludmilla School offers a comprehensive curriculum with particular attention to Literacy, Numeracy and Learning Technologies. Our staff work collaboratively to develop programs that implement the Learning Areas mandated by the Australian Curriculum to ensure our students learn the skills, attitudes and behaviours that will equip them to be lifelong learners.

Ludmilla School promotes a culture of respect and care. Our staff work tirelessly to help students grow strong academically and socially. We believe in the potential of each of our students and support them to reach it.

We thank you for entrusting your child to our school.

Vision Statement:

Inspired by the school motto of "Together we can achieve anything", we welcome families, students and staff of many different cultures and work together to provide our students with the best education we can.

Mission Statement:

At Ludmilla Primary School we provide a happy, safe and supportive learning environment that fosters equity of opportunity and maximum achievement. We are committed to inspiring young people to reach their full potential and lead fulfilling; healthy lives as active citizens of their community.

Carol Putica
Principal



"Together we can achieve anything"

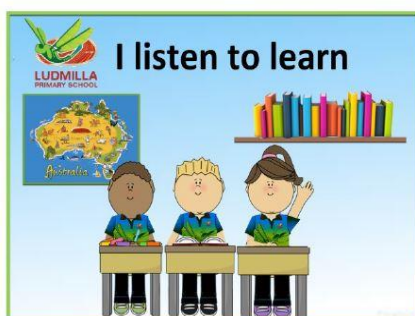
School Values

- **Respect** - Showing care for ourselves, others and property.
- **Persistence** – I don't give up, I give my best effort, and I have a go.
- **Teamwork** – I cooperate, collaborate and work together.
- **Kindness** – I care for myself and others
- **Learning**- Enjoying our learning and doing our best.

Our school values inform all that we do at Ludmilla Primary School and are reflected in our whole school agreements that form the basis of our positive wide behavior approach.

Whole School Agreements

Ludmilla School is committed to providing a safe and secure environment for all students and staff. The agreements are:



Our school agreements reflect the high expectations we have for all our students. These agreements assist in providing a safe and supportive environment that is inclusive and promotes optimal learning.

The School would be very grateful to families, if they would support us in reinforcing these expectations with their children.

"Together we can achieve anything"

Covid 19 Pandemic

Dear Families,

The Corona Virus pandemic has meant that many of our school processes have needed to change to ensure that our school community stay safe.

While our Community Handbook outlines the programs and processes of our school, please be aware that Covid 19 can impact on many of our programs and processes at any time. Our school follows all advice from the Department of Education which is informed from advice from the Australian and Northern Territory Government. We have a school Pandemic Plan that is kept up to date and in line with all current health advice.

Below are a few very important messages regarding being on school grounds and when to stay at home.

No person including staff, students or visitors should come onto school grounds if:

- They are unwell;
- They are awaiting the outcome of a test for Covid 19;
- They have been directed by relevant authorities to quarantine or self-isolate; or
- In the last 14 days, they have travelled to a place identified by the Australian Health Protection Principal Committee (AHPPC) as a Covid 19 hot spot.

Current Contact Details

The school will immediately communicate all changes in the school that occur due to the Covid 19 pandemic. It is important that we have your most up to date contact information in case we need to contact you in the near future. If you have changed your phone number or email address please let us know as soon as possible.



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School Profile & Campus Facilities

The name Ludmilla is derived from Ludmilla Holtze, the daughter of Maurice Holtze the curator of Palmerston Public Gardens, who came to Darwin in 1817. The nearby Ludmilla Creek and suburb were named after her.

Senator Carrick, Federal Minister for Education officially opened the school in 1967.

The layout of the school is spacious, with air-conditioned classrooms built around a quadrangle. The school has a Families and First Teacher Centre (FaFT) and Preschool on site.

Ludmilla Primary School is a dynamic, multicultural educational provider and actively promotes the participation of parents and community members in all aspects of school community life.

Enrolment Guidelines

Enrolment forms are available from the Office. Birth certificates are required for children starting Preschool or Transition or if enrolling in a NT Government school for the first time. It is important that interstate families bring documentation from their previous school with them. This is particularly important for students who have special educational needs.

An interview with the Principal or Assistant Principal is required prior to admission. Consideration has to be taken in the placement of your child and class teachers need to be given due notice. Please do not expect your child to start school on the day of enrolment.

On enrolment, children are placed in one of two houses, Kangaroos and Crocodiles. Children from the same family will be placed in the same 'House'.



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Preschool

Children turning four on or before 30 June may begin Preschool at the beginning of the year, based on readiness and in consultation with the Preschool teacher and parent.

Flexible intake for Preschool enrolments may occur throughout the year where places are available on the understanding that children turning four in Semester 2 will access more than 12 month's Preschool program.

The School Council has suggested that \$50.00 per term would be an appropriate voluntary contribution for Preschool students. Payments in installments are happily accepted. The Voluntary Contributions pay for Preschool consumables and resources.

Transition

Children who turn five before 30 June, are eligible to enter Transition at the beginning of Term 1 each year.

Contact Names & Phone Numbers

Families are requested to ensure that the school has up-to-date contact names and telephone numbers.

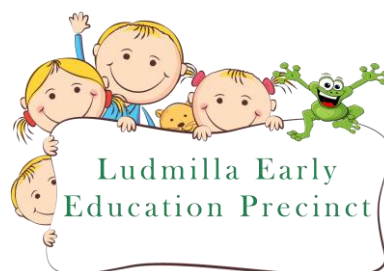
Absences

Teachers are required by law to account for every child in their class on a daily basis. If your child is absent due to ill health or other reason, would you please notify the school.

Programs

Ludmilla Early Education Precinct (LEEP)

Preschool education, is the first stage of children's 'formal' educational process and is designed to prepare them for primary school. The Preschool program is innovative and presents a balance between teacher directed and play-based learning activities for groups and individuals. Children are individually catered for and are given challenging, enjoyable and rewarding programs.



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Class Programs



Teachers at Ludmilla Primary School use an integrated approach to programming and planning. Class teachers send letters home at the commencement of each term outlining the program for the term. If you wish to find out more about class programs or ideas to assist your child's learning please ask the teacher or take time to visit the classroom.

We cater for different learning styles and provide a variety of learning experiences. We have a strong focus on technology aimed at students learning to problem solve, reflect on their efforts and develop lifelong skills.

All classes are equipped with interactive screens, iPads and laptops which enhance teaching and learning programs.

1. Digital Literacy

All students from Transition to Year 6 take part in a comprehensive digital literacy program. Through robotics, coding and engaging with online design programs students use computational thinking to define, design and implement digital solutions. Teachers work closely with a Digital Coach to develop programs that challenge and engage students and promote the skills of collaboration, problem solving and creative thinking.

2. Circus

Together with Corrugated Iron Youth Arts every student engages in weekly circus lessons as part of our health and physical education curriculum. An additional benefit of our circus program is that it promotes the skills of persistence and cooperation.



3. Kitchen Garden

Our Kitchen Garden program was launched in 2020. With all students involved in a hands on program that promotes environmental and sustainability learning. It provides opportunities for the students to grow and produce healthy food and promotes the development of healthy food habits.



4. Sport

The school actively encourages children to become involved in various sporting activities. All classes start the day with morning fitness and supervised games are available at recess and lunch. AFLNT partner with the school to deliver the Future Leaders Program.

The emphasis of school sport is on skills development, sportsmanship, safety and enjoyment.

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5. Musical Instrument Program

Our specialist Performing Arts teacher delivers a rich musical and instrumental program. The NT School of Music provides teachers to teach instrumental music to students in years 4 to 6 at Ludmilla Primary School. Families are notified early each year concerning instrumental programs.

6. Indonesian

Darwin School of Languages provides teachers to teach Indonesian language and culture. All students from Preschool – Year 6 take part in the program.

7. English as an Additional Language or Dialect [EALD]

The school provides support for students for whom English is not a ‘first’ language. EALD teaching strategies are implemented across all learning areas and all of our teachers are provided with ongoing professional support.

8. Special Education

A specialist support assistant and class support assistants provide effective programs for those students who are assessed as requiring special and or additional educational assistance so that they may achieve their potential in the learning environment.

9. Library/ICT Resource Centre

Students are permitted to borrow one book at a time for home use, which can be exchanged as often as they like. The use of library bags is expected to minimise damage. It is expected that lost or damaged books be replaced. Each class visits the library regularly, and uses the adjacent computer lab and AV room as part of the teaching/learning program. We also make the Library available to students at lunchtimes.



The Library/Resource Centre is central to the effective operation of the school. It aims to:

- Enrich student reading experiences and develop independent reading skills.
- Offer stimulating teaching and learning environments.
- Reflect and support the social and cultural profile of our school community.
- Help teachers integrate information literacy skills into learning activities.
- Promote information literacy by helping students develop skills to find, evaluate, use, create and share information and knowledge.
- Use current technologies to provide easy access to information.
- A safe quiet supervised space that students can choose as an option for lunchtime play

Library monitors assist in carrying out some administration activities in the library/resource centre.

10. SLC - Student Leadership Council

Students in Years 3 to 6 may stand for election to the SLC for a 12 month period. The SLC is a group, which provides an avenue for self development and leadership skills. The SLC meets fortnightly to discuss student and school issues. They also identify an area of the school they would like to improve / assist with and conduct a number of fundraising activities to support charities of their choice.

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11. Homework

Homework is to be negotiated with individual class teachers. The home environment usually provides plenty of opportunities for students to practice skills they have learnt at school, eg. reading newspapers, magazines, computer skills, shopping lists. Current research tells us that reading at home is the best way to accelerate student learning and confidence.



Council Meetings

Meetings times are negotiated with the Council at the AGM. Please contact the office for further information and/or keep an eye out in the newsletter for upcoming meetings.

Parent Voluntary Contributions



Ludmilla School Council have suggested that a Parent Voluntary Contribution of \$50 would be appropriate.

This money is used to pay for items such as photocopying, art craft materials, ICT software, and library books etc.

Stationery

The NT Government provides a back to school payment of \$150.00 for all students from Preschool to Year 12. Parents may redeem the 'Back to School' payment at the school for stationery items and school uniform items e.g. a shirt and a pair of shorts or shorts.

Uniforms



The Northern Territory Government's Compulsory School Uniforms Policy requires that all students in Government schools wear a School Council approved school uniform. This will apply to students from Transition to Year 9 unless there are exceptional circumstances.

The Ludmilla School Council fully supports the NT Government's Compulsory School Uniforms Policy.

Students will also be required to wear appropriate footwear e.g. sandals or runners (no thongs or slip on shoes). Runners are required for PE lessons. Refer to our website or call reception on 89837888 for current price list.
<https://www.ludmillaprimary.nt.edu.au/>

Hat Policy

Ludmilla is a sun safe school. The School recognises that it owes a duty of care to students to minimise their exposure to damaging ultra violet radiation. The policy requires that all children MUST wear wide brimmed



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hats when playing outdoors especially those areas not protected by shading. Children who do not wear a hat are required to stay in the fully shaded areas of the school. Hats are also required for Physical Education sessions.

Jewellery

A stud earring or sleeper is acceptable at school. Long dangling jewellery is not appropriate as it may be a cause of injury in PE, sport and play.

Jewellery worn as a result of body piercing (tongue, eyebrow etc) is not appropriate for primary school students.

Excursions

There are two types of excursions:

1. Short distance excursions within walking distance of the School. Parental permission given at the time of enrolment covers these types of excursions.
2. Longer distance excursions are organised ahead of time and notice is given to parents through the newsletter and by individual letter. Families are asked to return the permission slip giving approval for their child to participate.



Wet Weather Policy



If it is raining at Recess and/or Lunch students will stay under cover. The library will be open for games and/or video.

If there is an intense storm at home time the students will be held in the 'Great Shed' until it is deemed safe to allow the children to go home or parent collects the child. A message will be given over the PA system to this effect.

We encourage families to make every possible effort to collect students when the weather is stormy and/or dangerous.

Children's Property

The School would be grateful to families if they would label all items of children's property, in particular, school bags, hats, uniforms, footwear, lunch boxes, pencil cases, work books, bikes and any other property.

As a general rule, children should not bring to school their own toys and 'treasures'.



Lost Property

A lost property box is located in the School Administration building. In the last week of each term, all lost property is put on display for families to identify and retrieve items that belong to their children. All items not claimed are donated to charity.

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Money

Families should only give children money for the purchase of recess and lunch orders from the canteen. Families will be notified in advance of other activities and programs where a cost is involved.

Canteen

We are fortunate to have dedicated and hardworking staff running our school canteen. Each day healthy home cooked food is available to our students. All food must be ordered each morning from the canteen.

The canteen also prepares morning fruit platters for each class. Children at the end of recess enjoy these fruit platters each day. Families can make daily or weekly donations of fruit directly to the canteen or through the child's classroom.

Canteen lists are available from the front office. The canteen operates under the guidelines of the NT Department of Education Canteen Policy.

The canteen operates Monday to Friday. Canteen menus are available from the canteen, front office or online at the school website <https://www.ludmillaprimary.nt.edu.au/>



Good Start Breakfast Club

Ludmilla School, in conjunction with the support of Foodbank, runs a Breakfast program every school morning from 7:30 am to 7:50am. Cereal, fruit and milk are provided. Three mornings per week toasted sandwiches are also available. This is a free service with no cost to families.

All Ludmilla School students and families are welcome.



Recess Fruit Break

All classes enjoy a fresh fruit platter at the end of recess. Children donate fruit to this program each day or at the beginning of each week.

Children's Safety and Protection

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The safety and protection of our students is paramount. The school staff would again be very grateful to parents if they would make sure that their children are aware of the following rules –

- ▶ There is no supervision of students before 7:30 am.
- ▶ Bikes must be walked within the school grounds.
- ▶ Be very careful around the car parks and driveways.
- ▶ No running on paved areas.
- ▶ Children must not leave the school grounds without supervision of a teacher or responsible adult.
- ▶ Certain areas are out of bounds.

All teachers devise and implement additional rules for the general conduct of students within their respective classes.

Arriving & Departing School Grounds

The following rules have been devised for the safety of students arriving and departing from the school grounds and for families information:

1. Walking to and from School

Any children who cross Bagot Road, **MUST** use the overpass.

All children **MUST** use the footpaths within the school grounds.

Children **MUST NOT** walk across the carparks. If they need to do, they **MUST** use the marked crossing.

2. Driven to and from School

In those cases where children are driven to and from school, the school would appreciate it if families would establish a safe routine for drop off and pick up times.



Families, please note that traffic enters and exits the school grounds at the centre of the carpark. Large buses have to reverse to exit the school grounds and the small buses opt to use the roadway near the overpass to enter Bagot Road.

We would ask that families and frequent users of the car parks to be especially careful when REVERSING vehicles within the school grounds.

3. Riding to School

Children may ride their bikes to school and leave them in the bike rack. We would encourage families to provide children bike locks. The bikes are locked in the cage at 8:15 am and unlocked again at 2:30 pm.



Children **MUST** walk their bikes within the school grounds.

Teacher Supervision

Please note that the supervision of children commences at 7.45 am and concludes at 2.45pm. Outside these hours, there is no adult supervision for children within the school grounds.

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Camp Australia before and after school care.

Camp Australia offers before and after school care for all students Preschool to Year 6. You can call the Customer Service Team on 1300 105 343 or visit www.campastralia.com.au and use the school finder to find out all you need to know about the program.

Accidents and Illness

When a child suffers an accident or illness at school, their family will be contacted immediately. Children will be taken to the Medical Room and be attended by our qualified First Aid Officer.

In emergency situations, an ambulance is called and the child taken to hospital accompanied by a staff member.

Medication

If your child suffers from a medical condition eg: epilepsy, asthma or other condition, parents are required to provide details to the Administration Manager.

- ▶ It is imperative that complete details be provided as to medication, doses, when such medication is to be taken and in what condition. Please also include the name and phone number of the family doctor.
- ▶ Fill out a permission form to allow office staff to administer medication where required.

Teachers are informed of children in their class who require medication but do not administer medication in classrooms

Infectious Diseases

A number of infectious diseases have set periods for exclusion from school. These include covid 19, measles, chicken pox, mumps, ringworm, impetigo and head lice.

The school Administration Manager can assist if you are not sure if your child should be excluded.

Head Lice

Unfortunately, head lice are a fact of life, and the cleanest head can still catch them! Families are asked to check their child's head regularly and apply appropriate treatments when required. Children's hats should be checked and treated regularly. If head lice are detected on your child, the office will contact you as a matter of courtesy.

In those cases where head lice have been detected in a class, a note will be sent to the families of all the children in the respective class. It is the family's responsibility to ensure that their child/children only return to school when the head lice have been treated effectively.

Immunisation

In line with the recommendation from the National Health and Medical Research Council, the immunisation of students enrolling in all Northern Territory Government Schools is to be checked and documented.

While not compulsory, we would recommend that children be immunised against infectious diseases. We would also ask parents to provide details of children's immunisation in particular, a copy of the immunisation record from the local Community Health Centre or General Practitioner.

The immunisation record must include the name of the vaccine, dates administered and official endorsement.

Dental Clinic

The Northern Territory Children's Dental Service Therapists are available to see Ludmilla Primary School students. This service is offered *free of charge* to all infants, pre and primary school children.

Please contact the school office if you require this service or Phone 89226466



Communication

Reporting to Parents

Families are encouraged to seek information about their child's progress at any time that is mutually convenient for families and teachers.

Parent/Teacher Interviews

Parent/Teacher Interviews will be held toward the end of the first and third terms. The dates and times will be contained in the school newsletter and in a separate letter to families.

These interviews are designed for families and teachers to share information about children's academic, social, emotional and physical development. Children's progress can be discussed in detail. Families are invited to share their observations of their children in the home environment.

Written Reports

Families will receive written reports on their child's progress at the end of each semester ie; term two and term four. Families and teachers may request an interview at a mutually convenient time.



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School Newsletter

The newsletter is published every second Thursday and is sent home with the children. The newsletter contains information on the dates for School Council meetings, class activities, excursions, reports and other matters of interest and importance to the school community.

Assemblies

School assemblies for all students and teachers are held every second Friday at 8.05 am on alternate weeks. Assemblies provide an opportunity to celebrate students' achievements, special announcements and other important issues.

Displays and demonstrations of children's work are also a feature of our assemblies. Families and visitors are more than welcome to attend. The children especially enjoy seeing their families and friends at these events.

Families are most welcome to come along to the Ludmilla Café after assembly for a morning tea and a chat. Senior staff will be in attendance to answer any questions or concerns.

Hire of School Facilities

We encourage and welcome the use of the school facilities by community organisations.

Enquiries about the hire of these facilities can be made by contacting the Administration Manager on 8983 7888

Cyclone and Fire Emergency

The purpose of this section is to inform parents of the School's Policy and Procedures in the event of cyclone and or fire emergency.

Cyclones

Every family needs a plan so that everyone in your family knows what to do when a 'School Closure' due to a Cyclone Warning, has been announced.

When an instruction has been given to close schools, a designated person is to collect the Preschool and/or Primary School children from their respective classroom/s. This person may be a parent, family member, friend or an older child. If this person is not a parent the school must be notified. Each teacher will record the name of the child/children collected, the time and the name of the person who collected the child/children.

After an hour or at the end of the school day (whichever is the earlier), all students remaining in classes will proceed to the Library where a senior staff member will be on duty. Arrangements will then be made for remaining students to be escorted to the nearest Cyclone Shelter.

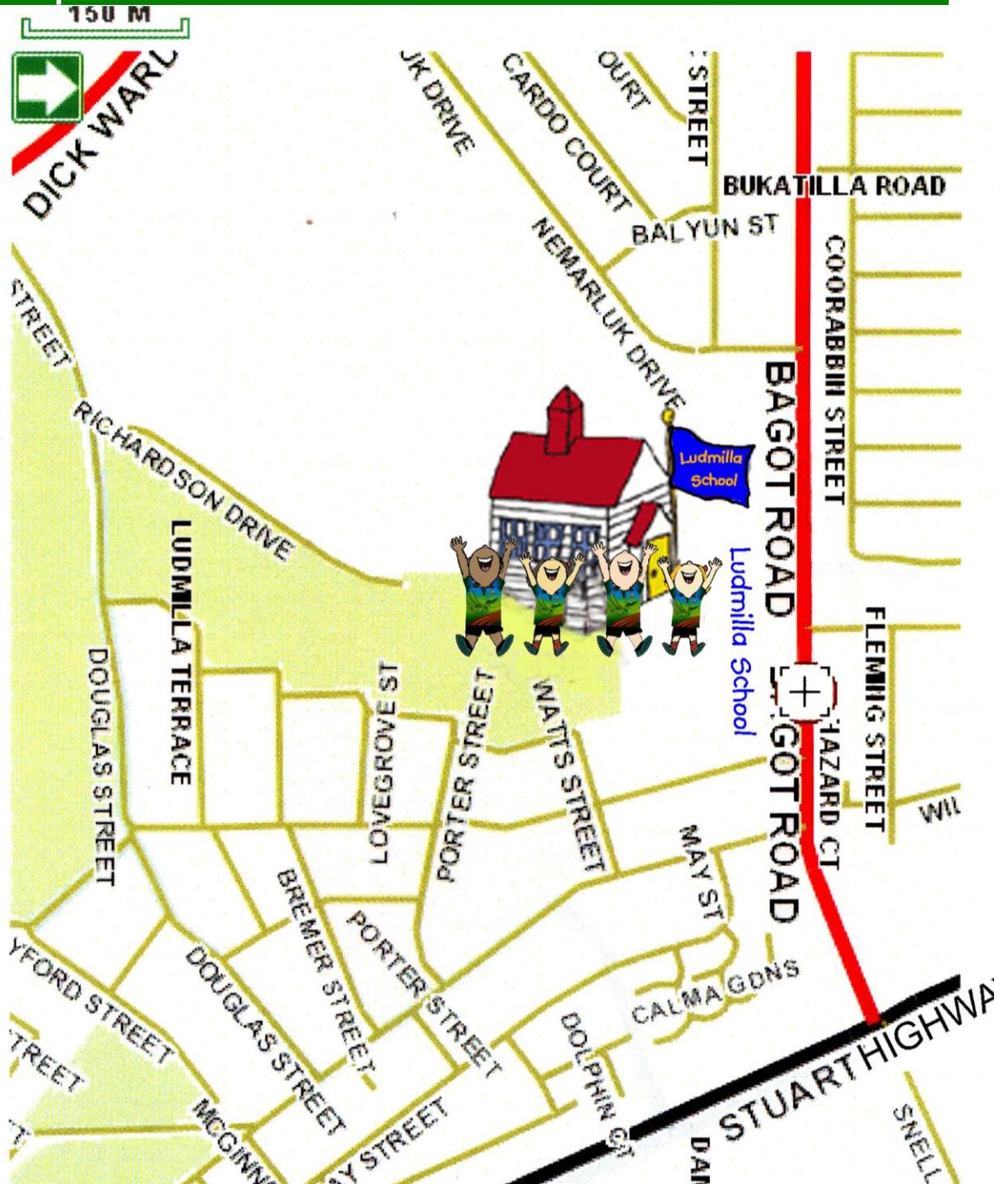
Fire

The school has a planned response to fire alarms and regular practices are held to ensure everyone is familiar with procedures.

Service Breakdowns

In the event of power failure or minor disruption to water supply to the School, classes will continue unless a long term shut down is inevitable. Families will be advised in cases of long term disruptions.

Map



School Hours

Ludmilla Preschool:

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| | | | |
|------------------------|--------|---|---------|
| Group 1 | | | |
| Monday and Tuesday | 8.00am | - | 2:30pm |
| Wednesday | 8.00am | - | 10.00am |
| Group 2 | | | |
| Wednesday and Thursday | 8.00am | - | 2:30pm |
| Friday | 8.00am | - | 10.00am |

Primary School:

| | | | |
|---------|----------|---|----------|
| Hours: | 8.00 am | - | 2:30 pm |
| Recess: | 10:00 am | - | 10:30 am |
| Lunch: | 12:30 pm | - | 1:15 pm |

Before and After School Care

Camp Australia

Camp Australia’s OSHC service provides enrichment and care for preschool and primary school-age children with Before School Care and After School Care.

At Camp Australia, our vision is ‘*To support families in achieving their dreams*’ and our promise that is ‘*We will Guide Your Child’s Growth*’.

It is FREE to Register. Once registered, you will be able to easily make and manage your bookings via our Parent Portal at <https://pp.campaustralia.com.au/>

Are you eligible for the Child Care Subsidy? The Child Care Subsidy can provide up to 85% off your fees. If you’re unsure about your eligibility, contact Centrelink on 13 61 50

Search for Camp Australia Parent Portal on the App Store or Google Play, to download the app and register free with us now.

Contact the School



Ludmilla Primary School

Phone (08) 89837888
 E-mail admin.ludmilla@education.nt.gov.au
 Website <https://www.ludmillaprimary.nt.edu.au>

Ludmilla Preschool

Phone (08) 8983 7889



One Hundred Ways to Praise a Child

“Together we can achieve anything”





Hey, I love you! * Way to go * You're special * Outstanding * Excellent You are fun * You're a real trooper * You're on target * Outstanding performance * Great * Looking good * You brighten my day 😊 Good Well done ♥ Remarkable * Super * I knew you could do it * Nice work What an imagination * I'm proud of you 🎵 Super star * Fantastic You're on top of it * You're catching on * Now you've got it * How smart Good job * You are the clever one * You are just delightful * That's incredible * Remarkable job * You're Beautiful ♥ You're a winner You make me happy * Dynamite * Hip, Hip Hooray * You're important Magnificent Beautiful * Super job 🎵 You're the best 😊 You're on your way How nice * You're Spectacular * You are a Darling * Beautiful work Good for you • Nothing can stop you now * You're fantastic * Wow You're a legend ♥ Great Discovery ♦ You've discovered the secret Fantastic job • You're a champion * Awesome * You're precious Marvellous * You are responsible * Terrific * You are exciting * You're growing up * You tried hard ♥ Neat * You figured it out 🎵🎵🎵 You're unique * What a good listener * You're a treasure * Super work You mean a lot to me * You're a good friend * You deserve a big hug You are an absolute gem * You're incredible ♥ I like you ♥ Now you're flying I respect you * You're sensational 🎵 Phenomenal * Hooray for you * You care Creative job * You belong * You made my day * You are nice to be with You mean the world to me * You're important * You've got a friend You're a joy * You make me laugh • You're A-OK * You're my buddy I trust you 😊 You're perfect * Bravo * You're wonderful 😊 A big kiss ♥ Exceptional performance 🎵 That's correct * Hey, I love you!

♥ PS Remember a HUG is worth 1000 words! ♥



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