

# **LUTHERAN SCHOOL WAGGA WAGGA**



# **PARENT HANDBOOK**

# **2025**

# **LUTHERAN SCHOOL WAGGA WAGGA**

## **TAMAR DRIVE TATTON NSW 2550**

|                                                   |  |                              |
|---------------------------------------------------|--|------------------------------|
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| <b>Website</b>                                    |  | http://www.lpsww.nsw.edu.au/ |
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| <b>Out of School Hours Care and Vacation Care</b> |  | (02) 6923 8124               |



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**Download our free Skoolbag app for iPhone or android smart phones**

### **WELCOME**

We feel very blessed that you have chosen our school as the place for you and your child to learn and grow through their primary school years. It is the beginning of a seven-year journey together and we trust that you will be very happy during your time here with us. If this is your first time at Lutheran School Wagga Wagga, I offer a special welcome to you and your family and hope that you will quickly feel part of our school community.

This booklet gives you information about our school program, routines and expectations. If you have any questions, or are unsure of the details given, please do not hesitate to contact our school office (P: 02 69238100 E: [admin@lpsww.nsw.edu.au](mailto:admin@lpsww.nsw.edu.au)).

We look forward to working with you as we build our school partnership for the benefit of your child.

Hollie Kinning  
Principal

## CONTENTS

|                                             |      |
|---------------------------------------------|------|
| 2025 Term Dates                             | p.4  |
| Introduction to Lutheran School Wagga Wagga | p.4  |
| Learning and Enrichment                     | p.6  |
| Attendance                                  | p.8  |
| Canteen                                     | p.9  |
| Communication                               | p.10 |
| Contacting the school                       | p.11 |
| Medication at school                        | p.12 |
| TheirCare – Before and After School Care    | p.12 |
| Uniform                                     | p.13 |
| House Teams/School Sport                    | p.16 |
| Tuition and Fees                            | p.16 |
| Child Protection                            | p.18 |
| Parents and Friends                         | p.18 |

## 2025 TERM DATES

### TERM 1

3 February (K-6 students commence)  
10 April – Last day of term for students  
11 April – Pupil Free day for Parent Teacher meetings

### TERM 2

28 April – Pupil Free Day  
4 July – Last day of term for students

### TERM 3

21 July – Pupil Free Day  
25 September – Last day of term for students  
26 September – Pupil Free Day for Parent Teacher meetings

### TERM 4

13 October – Pupil Free Day  
11 December – Last day of term for students  
12 December – Pupil Free Day

## INTRODUCTION TO LUTHERAN SCHOOL WAGGA WAGGA

### School Motto

*“Learn and Grow in Christ”*

Lutheran School Wagga Wagga (LSWW) is a ministry and mission activity of the Bethlehem Lutheran Church Wagga Wagga and has as its foremost aim to provide a Christian education.

### Mission Statement

*To work under God in partnership with parents to provide an inclusive, nurturing and high quality education for every student.*

### Vision Statement

*Flourishing with faith, belonging and the continued pursuit of excellence.*

### Values

Lutheran School Wagga Wagga promotes and teaches the values:

Love Hope Compassion Quality Service Respect Humility Appreciation Courage Justice Forgiveness

Staff and students focus on one value each term, connecting the value to Biblical teachings and principles. The values are further taught within a Social and Emotional Learning curriculum framework.

### SCHOOL LOGO

The Lutheran School logo emphasises the words “Learn and grow in Christ” and incorporates symbols and colour to expand on that message.

The *cross* of Jesus Christ is central to the Christian faith and is a reminder that Jesus died to bring God’s forgiveness to all people. Jesus referred to himself as the *vine* and promised that all who remain connected to him through faith will have new life. The *wheat* represents the seeds of faith and learning that will bless the students and those around them. The *flowing water* symbolises baptism and the refreshment of the



word of God. Not only this, but the vine, wheat and water reflect the environment, culture and business of the local Riverina area.

## AIMS OF LSWW

The aims of Lutheran School Wagga Wagga are:

- To provide a high quality, Christ-centred education.
- To provide, for each child, a wide range of experiences and activities which will stimulate a continuing interest in learning.
- To provide a Christian atmosphere where each child is individually encouraged to develop his or her God given talents.
- To promote an atmosphere, in which learning is valued, excellence is encouraged and honest effort is recognised and praised.

## A Christ-centred school

Because Lutheran School Wagga Wagga is a Christian school owned and operated by the Bethlehem Lutheran Congregation, it shares in the mission of the Christian church expressed by Jesus in Mark 16:15, *"Go into all the world and preach the good news to all creation."* As one of 85 Lutheran schools in Australia, LSWW integrates Christian understandings into all its teaching. The Lutheran system has developed its own [Christian Studies Curriculum Framework](#) (CSCF) to provide students with a knowledge of Christian beliefs and teachings. Each school intentionally employs teachers who actively support students in a Christian approach to life. Each day begins with a Chapel or a devotion which includes Bible references, songs and a prayer.

## A Christian community

The long tradition of Lutheran education has been part of this country's history since 1839. Currently there are Lutheran schools and ECSs located in every state and territory of Australia except the ACT. All these schools and ECSs are owned by the Lutheran Church and are incorporated into a system with support structures at national and regional levels.

God's word, as revealed in the Bible, is the authority for living and learning in each Lutheran school. Its central message is that of the Gospel, the good news that acceptance by God does not depend on personal worth or achievements, but on God's unconditional commitment to people as evidenced in the life and death of Jesus.

At Lutheran School each student is seen as a unique person created by God, He made them and loves them. Using Jesus as a model, all students are treated with dignity and worth. Lutheran School's commitment to a nurturing and inclusive education is grounded in this Christian belief.

## Servants and service

Through practice of the Christian model of servant leadership (Matthew 20:26-28) LSWW prepares and equips students for the good of the greater community, using their God-given gifts in service to others and to the honour and praise of God. Lutheran School considers it important to develop a spirit of service in its students so that their lives, studies, relationships, ambitions, values and attitudes reflect a commitment to living purposeful lives for the good of others.

## Excellence in education

LSWW is committed to academic excellence, teaching the NSW Curriculum with careful attention to each student's mastery of knowledge and skills. Teachers plan and provide research-based programs of learning and cater for a wide range of needs. The teaching program emphasises key competencies, stimulates thinking skills and integrates technology into the curriculum.

## LEARNING AND ENRICHMENT

Provision for children with special skills and talents is an integral part of the total School program. It is achieved through but not limited to the following:

- A wide range of activities within the classroom context (differentiated programs)
- Teaching strategies and the setting of tasks that encourage higher level thinking skills (e.g. analysis and evaluation)
- Specialist programs and performance opportunities in the areas of music, art, drama, speech, sport and more
- Opportunity for individuals, teams and groups to participate in major competitions and events, e.g. Tournament of Minds (TOM), International Competitions and Assessments for Schools (ICAS), Combined Independent Schools (CIS) sporting teams and music competitions

The Leadership Team work in partnership with class teachers, support student learning, administer screening and assessment, and help to develop learning support plans for students.

### DIGITAL TECHNOLOGY

Digital technology is an integral part of the curriculum. We use technology to enhance learning, enrich classroom programs and provide a valuable resource for both teachers and students. All students annually complete an 'Electronic Device User Agreement' following discussions with teachers and parents or carers.

Computer and other electronic technology is integrated into the work in every classroom. Each student in Years 2 through 6 is provided with a Chromebook to use during class. Computers throughout the School are networked and have access to the Internet. The School utilizes age-appropriate firewalls.

Cyber safety is explicitly taught and students are expected to use School devices as "tools, not toys". Misuse of devices is handled in alignment with the [Behaviour Learning Policy and Procedures](#).

### LIBRARY (RESOURCE CENTRE)

The library is part of a bigger Resource Centre and is operated each day. The library provides a wide variety of materials for both educational and recreational purposes. The Resource Centre is open during lunch so that students have access to a quiet space if they choose. Years K–6 have access to the library for borrowing and research. Class teachers visit the library on a weekly basis to borrow and return books. They also use the resources to support learning in key learning areas.

### MUSIC & DRAMA

All classes K-6 have weekly music lessons across Semester 1 and drama lessons in Semester 2 with a specialist teacher. Students have the opportunity to be involved in a School choir and other club groups as part of the music program. These groups provide opportunities for students to perform in public and contribute to School events.

Private lessons and before-school music programs, run by the Conservatorium, are available at an extra cost.

### PHYSICAL EDUCATION

A weekly physical education (PE) lesson is taught by the specialist PE teacher at all levels, K-6. On the day of their lesson, students wear their sports uniform for the day. Sportsmanship, health and social and emotional skills are integral parts of PE and are embedded throughout lessons. All year levels cover fundamental motor skills.

Throughout the year, students also participate in carnivals and other competitions. Students who excel in these competitions go on to compete at district, state and national levels.

### ART and STEM

Each week students will have 45 minutes of Visual Art and 45 minutes of STEM (Science, Technology, Engineering and Mathematics). Both of these are taught by specialist teachers.

## HOMEWORK (HOME LEARNING)

Parents' and carers' beliefs about homework vary greatly. Some parents or carers believe that homework is a sign of a strong academic program. Other parents or carers want their children to spend their non-school hours pursuing extracurriculars and sports. They prefer that their children not have homework so that they can spend quality time as a family and their children can pursue non-academic challenges. Lutheran School's Mission is to work in partnership with parents or carers. That means that the School honours family beliefs as much as possible, knowing that there is no way that we can meet the expectations or wishes of every family.

### Research on home, or home learning

The philosophy of Homework at Lutheran School rests in research. Here is what we know from research and experience:

- An assignment will likely take one student 5 minutes and another student 35+ minutes
- Research into wellbeing indicates that both student physical activity and creative play lead to brain health and the creation of stronger neuropathways
- There is *no* clear link between traditionally assigned homework and greater academic success
- There *is* a link between reading practice and success in literacy

### Implementation

Homework at each year level is assigned in three parts: *Must* do (reading), *Could* do (work related to in-class curriculum) and *Deep dive...* (competitions and family challenges that go above and beyond).

A list of Could do and Deep dive home learning tasks are sent to parents/carers via SeeSaw. A hard copy reading log will be given to your child and can be completed each night following reading.

### Teacher responsibilities

The teacher has a responsibility to:

- inform families and students of Home Learning routines
- when applicable, set optional tasks related to current classroom learning
- suggest 'deep dives', or project homework for parents who want more

Teachers are not required to mark or provide feedback on home learning tasks. Home learning will not count toward a student's final academic grade.

### Parent and carer responsibilities

The School expects parents or carers to:

- provide the opportunity and an appropriate environment for their child to complete nightly reading and, if chosen, other optional tasks.
- inform the teacher if their child does not seem to understand the requirements of the activity. *Homework should not be a source of conflict in the home.*
- communicate with the teacher if their child is frustrated with tasks. Indicate the amount of time they spent and, if possible, how/why they got stuck. The teacher will then know what to re-teach or review.

### Student responsibilities

The student has the responsibility to:

- ensure they understand the activities to be undertaken
- negotiate with family when they will do activities.

## ATTENDANCE

All children are required to attend every day that the School is open except for the following reasons:

- Ill health
- Planned absences to attend appointments
- Extended absences that have been approved by the Principal (see below)

### Daily absence

When children are absent from School, parents or carers need to advise the office by 9:00am. All absences can be advised through the School app (preferred), by emailing [absentee@lpsww.nsw.edu.au](mailto:absentee@lpsww.nsw.edu.au) or by telephoning 6923 8100.

When children are absent from School and the absence is not reported by the parent, a text message will be sent at approximately 10:00am to make sure parents or carers are aware that the child has not arrived at School. When the child returns to School following an absence, a written explanation must be sent or given to the office within 7 days *if it had not been done at the time the absence was originally reported*.

### Planned absence

For planned absences, parents or carers must advise the School in advance. If a child/ren will be absent for more than ten days, parents or carers are required to complete either the 'Application for Extended Leave – Travel' form or the 'Application for Exemption from School Attendance – Exceptional Circumstances' form.

If these applications are approved by the Principal, parents or carers will be given a Certificate of Leave/Exemption. These forms help the School to meet the NSW legislative requirements regarding school attendance. Forms are available from the office. Completed forms can be emailed to [absentee@lpsww.nsw.edu.au](mailto:absentee@lpsww.nsw.edu.au)

We are required by law to keep a record of these applications for leave from School. Tuition and fees must continue to be paid to maintain enrolment.

### Homework for longer absences

Teachers are unable to provide individualised programs of study for students who are on extended absences. Please communicate with your teacher in the situation of an extended absence. Students should read daily and are encouraged to keep written and photographic journals of their experiences while away from school.

If a child is absent for long periods of time due to illness, the School will work with the family to identify activities the child might do while recovering. *The first priority, however, is health and students who are ill for health reasons are not expected to complete work.*

Families with illness may be eligible for family financial assistance. Please arrange a meeting with the Principal if this is the case.

### Persistent school absences

Persistent school absences without explanation or approval are reportable to government agencies.

### DAILY ROUTINE

|                 |                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 6:45am          | OSHC available (optional, at additional cost)                                                                                                 |
| 8:15am          | Waiting area supervision begins with <i>minimal supervision</i> (front of Resource Centre)<br>*particularly for those students on early buses |
| 8:20am          | Staff devotion/briefing                                                                                                                       |
| 8:30am          | Official supervision commences                                                                                                                |
| 8:55am          | Classes commence and roll marked                                                                                                              |
| 9:10am          | Assembly Monday Morning Muster (Monday), K-6 Chapel (Fridays), class devotions                                                                |
| 9:10am-11:10am  | Work session one, includes a fruit/vegetable break                                                                                            |
| 11:10am-11:20am | Lunch: supervised eating                                                                                                                      |



|                 |                                                                                                                                      |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 11:20am-11:45am | Lunch: play                                                                                                                          |
| 11:50am-1:50pm  | Work session two                                                                                                                     |
| 1:50pm-1:55pm   | Afternoon tea: supervised eating                                                                                                     |
| 1:55pm-2:20pm   | Afternoon tea: play                                                                                                                  |
| 2:20pm-3:20pm   | Work session three                                                                                                                   |
| 3:20pm          | Classes dismiss, OSHC and after-school activities begin (optional, at extra cost)                                                    |
| 3.35pm          | All students should be picked up (exceptions: OSHC, after-school paid activities and those waiting for final public buses to arrive) |

### Early arrival

No child is to be at School before 8:15am, unless attending Their Care or participating in an optional before-school activity (e.g. Choir). If arriving before 8.15am, parents or carers must stay with their children until the supervising teacher arrives. Minimal supervision (one staff member) begins due to the arrival of an early bus at the silver seats outside the library at 8:15am. The school day, including suitable supervision for all other students begins at 8:30am.

### Late arrival

Learning commences at 8:55am. Students who arrive late must personally collect a Late Card from the office and take it to their class teacher, including mornings when chapel or Monday Morning Muster (MMM) is scheduled. In the case of late arrivals, parents **must** sign child in at the front office.

### Early departure

Children are not permitted to leave the School grounds while school is in session unless they are accompanied by a parent or carer. Students leaving campus while school is in session (e.g. illness, medical appointment, early departure) must be met at the office by their parent or carer, signed out and collected; if returning to school, students are signed back in. The sign out/sign in book is located in the School office.

## CANTEEN

### OPERATING DAYS AND MENU

Our Canteen operates every day other than Tuesday. A copy of the menu is available from the canteen and school office, or on the website and app. If you are interested in volunteering in the canteen, please contact the front office.

### ORDERING

#### Online ordering (preferred method)

Our preferred method of ordering is online. Recess and lunch can be ordered online using *Flexischools*. Follow the instructions below to register online at [www.flexischools.com.au](http://www.flexischools.com.au) or visit our website.

1. Add your student, their school and form class to get started.
2. **Top-Up your account** via Visa, MasterCard, PayPal or direct deposit.
3. **Make an order** by selecting from the range of options made available by your school and proceed to make payment for the order listed in your order pad.
4. **Review Orders** by logging back in to your Flexischools account. You can set recurring orders, view transaction history or cancel orders via your Flexischools login.

#### Written ordering

On a paper bag write down:

- child's name
- class
- items ordered and prices (can include recess orders)
- place money inside the bag

Any change given will be taped to the front of the bag. Paper bags are available from the canteen for 10¢ each.

## COMMUNICATION

### Email

The main and most professional form of communication is through emails. All teachers have a school email address and they will email (or directly call) all communication related to your child (academic, behavioural, social & emotional).

\*Please note that teachers work hours are between 8:20am – 4.00pm. Please allow 24 hours for a response, alternatively you can always call the office and a message will be passed through.

### Seesaw

Seesaw is an online learning platform that is used by LSWW to share what's happening in the classroom, student learning with parents or carers, and at times, post digital Home Learning tasks. Students and parents or carers will receive login details to access and post to Seesaw from home. Students will also learn how to independently login and use the basic functions of Seesaw as part of their learning. Teachers use Seesaw to communicate what's happening in the classroom.

### School Facebook and Instagram

Our school Facebook and Instagram (Lutheran School Wagga Wagga) will be used to showcase the wonderful things that our students have been doing in and out of the classroom, on school camps and special occasions. We encourage you to take a look, like and share so that more people in our community get the opportunity to see the great things that are happening in our school.

### Year level Facebook Pages (Private and closed)

Search Facebook for "Class of 20## Yr # LSWW"

Family to family communication helps build community. Parents or carers who serve as Class Care Coordinator may plan a social event for the year level and post details to this private page. Any parent may use the Facebook platform to ask general questions or request help from other parents. School leadership and the Chaplain are administrators and will monitor the content. Teachers are not members, these pages are for parents to communicate if the need arises. We ask that respectful conversations are had at all times.

Membership of a LSWW year level closed Facebook group is limited to parents or carers of students enrolled in the corresponding year level. Invitations to join are made to new families whenever possible and existing families who are not currently members are also invited to join.

Every person requesting to join a LSWW closed Facebook group must be approved by leadership.

### School app

The School app is a mobile app implemented to facilitate communication between parents or carers and the School office. It works through both smart phones and smart devices such as iPads and android tablets.

### School website

The School website address is [www.lpsww.nsw.edu.au](http://www.lpsww.nsw.edu.au). The site includes information about the School including Board members, contact information, enrolment information, School programs and policy documents.



### Reporting student progress

Reports of student learning begin with updates via Email. Parents or carers should speak to a teacher straight away if they believe the assessments do not reflect their child's achievement or learning. Parents or carers who have questions about their child's academics, their behaviour or their friendships should email the teacher straight away so that concerns do not build up to the level of frustration or worry.

Parent-Teacher Conferences are held at the end of Term 1 and at the end of Term 3, Student-Parent-Teacher Conferences are held. Conferences are an opportunity for parents to meet their child's teacher and a great way to promote communication between school and home. They enable both the teacher, student and parent to work together toward the child's learning and wellbeing. These conferences are compulsory.

A written report is provided for each student at the end of Terms 2 and 4.

### Other communication

A fortnightly newsletter is published on the school website: [Lutheran School Wagga Wagga | K-6 Primary School Wagga Wagga](#)

A School magazine celebrates the activities and events for each year.

## CONTACTING THE SCHOOL

Parents or carers are asked to model respect in all communication. As teachers have Duty of Care, they are unable to come to the telephone, respond to an email or check Seesaw during class time. Before school, after school and during lunch and/or afternoon tea, they are often on yard duty. However, for *urgent* communication, please phone the office. They will pass on a message.

### Communicating with staff

We value a strong home and school partnership. To enable effective communication, please follow the information below:

For general information requiring only a brief response:

- Email the teacher on their school email address (this will be provided to you)
- Phone the School office (02 6923 8100)
- Write a short message to the teacher via Seesaw

For questions requiring a more detailed response:

- Request a meeting with the teacher via **email**, letting them know of available times
- Phone or email the office asking to make an appointment with the teacher (the School office is open from 8:30am until 4:00pm each school day).

### Who to contact

Parent questions or worries can be addressed by speaking directly to or emailing the right staff member who can help resolve the problem. Questions raised about a child's learning and general progress should be raised with their class teacher. If, after speaking to the class teacher, parents or carers feel the matter needs further consideration or discussion, please make an appointment through the School office to see the Deputy Principal or the Principal. If you're unsure, please call or email the office and they will redirect you to the correct person.

[admin@lpsww.nsw.edu.au](mailto:admin@lpsww.nsw.edu.au)

School office: 02 6923 8100

## MEDICATION AT SCHOOL

Class teachers are not able to administer medication. Any medication sent to school for a student must be handed to school office staff together with a completed 'Administering Medication to a Student While at School' form by a parent/ caregiver. Forms are available from the office or through the school app. Students that have an Asthma Management Plan may be able keep asthma medication with them at school. The school has procedures and practices in place to ensure medication is handled in a safe and responsible manner.

### ALLERGIES - Anaphylaxis

If a child is at risk of anaphylaxis, an [Anaphylaxis Management Plan](#), completed by a doctor, should be submitted prior to beginning school. Parents or carers of any child who uses a prescribed EpiPen are required to supply the School with a spare, current, labelled EpiPen.

Procedures are in place to minimise the risk of a staff or student anaphylactic reaction for people affected by allergies.

To minimise the risk of a staff or student anaphylactic reaction:

- The School community is asked *not to bring known anaphylactic triggers* onto campus.
- Students are asked *not to share food*.
- Staff are asked to report any concerns they have with known triggers brought to the School site.
- The School Canteen has removed known triggers from its environment.
- Teachers explain to the children how they can make a simple daily choice to minimise the risk to others.

We encourage families to help make the School environment a safe place by not sending to School any foods or products that contain known sources of allergens such as peanut/nut products (e.g. peanut butter, Nutella), shellfish, or whole eggs (e.g. boiled eggs, egg on sandwiches, omelette).

## THEIR CARE – Before/After School & Holiday Care

Their Care provide:

- Before School Care
- After School Care
- Pupil Free Day
- Holiday Program

The Holiday Program operates during all term breaks. Please note that the service is closed for two weeks over the Christmas and New Year period and on public holidays throughout the year.

To register, please visit [TheirCare | Where Kids Love To Be](#) or phone 1300 072 410.

|                          | Hours of Operation | Fees before Child Care Subsidy | Out-of-pocket fees after maximum Child Care Subsidy |
|--------------------------|--------------------|--------------------------------|-----------------------------------------------------|
| Before School Care (BSC) | 6:45am - 8:30am    | \$18                           | \$1.80                                              |
| After School Care (ASC)  | 3:20pm – 6:00pm    | \$28                           | \$2.80                                              |
| Holiday Program          | 6:45am – 6:00pm    | \$65                           | \$6.50                                              |
| Pupil Free Day           | 6:45am – 6:00pm    | \$65                           | \$6.50                                              |

## UNIFORM

### RETAIL STOCKISTS

Our official school uniform supplier is Lowes, 166 Baylis Street, Wagga Wagga, phone 02 6921 8099. Please do not purchase generic uniforms. School hats and bags are only available at the school office or as second-hand items at the Uniform Shop.

### UNIFORM SHOP

New uniform items can only be purchased at Lowes. The school Uniform Shop caters for the purchase of a limited range of second-hand uniforms in good condition at reasonable prices. Please refer to the school newsletter or contact school office staff for contact details.

We gratefully accept donations which can be left at the school office. The Uniform Shop is operated voluntarily and is open by arrangement. It is located adjacent to the Resource Centre, next door to the Library.

### UNIFORM ITEMS AVAILABLE AT THE SCHOOL OFFICE

It is compulsory for students to wear hats during the entire school year. Hats and backpacks can be purchased from the school office.

| Uniform item    | Description                                                                                                          | Cost |
|-----------------|----------------------------------------------------------------------------------------------------------------------|------|
| <b>Brim hat</b> | Navy bucket style with printed school logo.<br>It is COMPULSORY for all students to wear a school hat when outdoors. | \$12 |
| <b>Backpack</b> | Navy with printed school logo                                                                                        | \$45 |
| <b>Beanie</b>   | Navy with embroidered school logo                                                                                    | \$20 |

All students are expected to wear the school uniform not only at school, but also when travelling to and from school (except when students need to change for after school activities e.g. dance, sport practice). When appearing in public, it is expected that children wear their uniform, including footwear, correctly and with pride.

Sports uniform is worn in place of the school dress uniform on days specified by the class teacher. Generally, the sports uniform is worn one day each week.

Please clearly name all uniform items. Items of uniform that are damaged or worn are to be repaired or replaced.

Students unable to wear correct uniform must have a note, outlining the reason, from their parents/guardians. Parents will be advised if their child is wearing incorrect uniform and do not have a written explanation.

### PERSONAL GROOMING

#### Hair

ALL students are required to wear their hair tied back if it is longer than shoulder length or if it's long enough to fall forward to hinder vision during classroom or sports activities. Hair accessories including ribbons, hair bands and hair clips are permitted in navy, dark/jade green or the fabric of our summer or winter uniform.

Razored-in designs and hair colour washes do not meet the uniform requirements.

#### Braiding

If students have their hair braided with beads whilst on holidays they may keep these for one week after returning to school. For safety reasons students must secure braids together in a ponytail. If, for cultural reasons, a student has their hair finely braided they must wear school colours or colours that blend in with their natural hair colour.

#### Jewellery

Students may wear a plain wrist watch, a simple smart watch may be worn however all functions must be disabled during school hours, a small silver or gold cross and matching fine chain and a Medic Alert bracelet if required. If students wear other jewellery this becomes a safety issue.

Students with pierced ears may wear small plain silver or gold studs or sleepers. Only one ear piercing is permitted.

## Makeup

Makeup and nail polish are not permitted.

## LOST PROPERTY

Our lost property area is located in the administration area. Please **clearly label all school uniform items**, including hats and bags, with name tags or laundry marker. Labelled items are promptly returned to students. Unclaimed items are cleared at the end of each term and sent to the Uniform Shop.

## UNIFORM REQUIREMENTS

### GIRLS DRESS UNIFORM

| Item     | Season                        | Description/Information                                                                                                                                            |
|----------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| dress    | Summer                        | Knee length dress. Embroidered with LSWW logo. Worn with white socks and black leather shoes.                                                                      |
| shorts   | Summer                        | Navy tailored style. Embroidered with LSWW logo. Worn untucked with short sleeved shirt. White socks and black leather shoes.                                      |
| shirt    | Summer                        | Unisex, cotton short sleeved, mint green. Embroidered with LSWW logo. Worn untucked over shorts.                                                                   |
| shirt    | Winter                        | Unisex, cotton long sleeved, mint green. Embroidered with LSWW logo. Worn under pinafore with tights or <b>tucked into pants</b> with white socks and black shoes. |
| socks    | All year                      | Plain short white, ankles covered. Worn with all uniforms.<br><i>Calf length or knee-high socks are not permitted.</i>                                             |
| pinafore | Winter                        | Knee length, green/navy/gold tartan. Worn with long sleeved shirt, tights or white socks with black shoes.                                                         |
| pants    | Winter                        | Navy tailored style. Embroidered with LSWW logo. Worn with long sleeved shirt tucked in. White socks and black shoes.                                              |
| jumper   | all year                      | <i>Optional:</i> Unisex woolen navy V-neck. Embroidered with LSWW logo.                                                                                            |
| jacket   | all year<br>(formal & sports) | Unisex navy soft shell jacket. Embroidered with LSWW logo.                                                                                                         |



## BOYS DRESS UNIFORM

| Item          | Season                        | Description/Information (boys dress uniform)                                                                                      |
|---------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| shorts        | Summer                        | Grey, elasticised waist. Embroidered with LSWW logo. Worn with grey socks and black leather shoes.                                |
| shirt         | Summer                        | Unisex, cotton short sleeved, mint green. Embroidered with LSWW logo. Worn untucked over shorts.                                  |
| pants         | Winter                        | Grey trousers. Embroidered with LSWW logo. Worn, tucked in, with long sleeved shirt with grey socks and black leather shoes.      |
| shirt         | Winter                        | Unisex cotton long sleeved mint green shirt, with embroidered LSWW logo. Worn, tucked in, with pants, grey socks and black shoes. |
| jacket        | all year<br>(formal & sports) | Unisex navy soft shell jacket. Embroidered with LSWW logo.                                                                        |
| shoes         | all year                      | Any plain black leather shoe: lace up or velcro strap.                                                                            |
| socks         | all year                      | Plain short grey socks must cover the ankle when folded over.                                                                     |
| sports jumper | All year                      | <i>Optional:</i> Unisex fleece with collar/zipper. Embroidered with LSWW logo. Can also be worn with formal uniform.              |
| jumper        | all year                      | <i>Optional:</i> Unisex woolen navy V-neck. Embroidered with LSWW logo.                                                           |
| tie           | Winter                        | <i>Optional:</i> Plain navy.                                                                                                      |



## SPORTS UNIFORM (GIRLS AND BOYS)

Important: You will need to know your child's House when you purchase the polo shirt. Please contact the Executive Assistant - [admin@lpsww.nsw.edu.au](mailto:admin@lpsww.nsw.edu.au) for further information.

| Item        | Season | Description/Information (girls and boys sports uniform)                                                                         |
|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------|
| skort       | summer | Girls: navy. Embroidered with LSWW logo. Worn with House polo shirt, white socks and sports shoes.                              |
| shorts      | summer | Unisex navy. Embroidered with LSWW logo. Worn with House polo shirt embroidered with school logo, white socks and sports shoes. |
| track pants | Winter | Unisex navy pants. Embroidered with LSWW logo. Worn with House polo shirt, white socks and sports shoes.                        |

|                      |                               |                                                                                                                                                                                 |
|----------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>polo shirt</b>    | All year                      | Unisex short sleeved polo, with side panels in house colour. Embroidered with LSWW logo and House name. Worn with shorts or skirt or track pants, white socks and sports shoes. |
| <b>jacket</b>        | All year<br>(formal & sports) | Unisex navy soft shell jacket. Embroidered with LSWW logo.                                                                                                                      |
| <b>sports jumper</b> | All year                      | <i>Optional:</i> Unisex fleece with collar/zipper. Embroidered with LSWW logo. Can also be worn with formal uniform.                                                            |
| <b>socks</b>         | All year                      | Plain short white, ankles covered. Worn with all uniforms.<br><i>Calf length or knee-high socks are not permitted.</i>                                                          |
| <b>shoes</b>         | All year                      | Sports shoes with good foot support.                                                                                                                                            |



## HOUSE TEAMS/SCHOOL SPORT

### House teams

Students are allocated to one of the four House teams. If a family has multiple children, all the children are in the same House.

The four House groups are as follows:

**Rocky Hill – Willans Hill – Red Hill – Tatton Hill**

## TUITION AND FEES

### All-inclusive commitment to families

Tuition and fees at Lutheran School cover all compulsory activities where a whole class or the whole school is involved. This means that families can have peace of mind, knowing they will not receive additional fees and charges throughout the year while their children are participating in compulsory School activities.

### Across Year Levels

Across Year Levels, annual fees include the following:

- Class tuition, including all materials and stationery items across K-6
- A Chromebook for Years 2-6
- An iPad for Kinder-1
- Support and enrichment teachers and Learning Assistants



- Academic competitions (with the exception of ICAS)
- Participation in many interhouse and interschool sport and gala days (including but not limited to, swimming lessons, gymnastics lessons (biannually), RAS sporting opportunities for 3-6, LSWW Sports Carnivals, Red Ball tennis)
- Music/Drama opportunities: E.g., Eisteddfod, Musica Viva incursion, Theatre performances, Freestyle Dance Ministry
- Local Excursions: examples include, Strawberry Farm, Civic Theatre, Wagga Zoo
- Community events
- Chess and Tournament of Minds
- School Clubs including robotics, art, craft, cooking and kitchen garden groups
- Guest Speakers (E.g. Pet Ownership visit)
- Annual school yearbook "The Gift"

#### Fees do not cover:

- School uniforms

Our school also offers the following optional activities (during school hours) on a user pay basis:

- Private music lessons
- Speech and Drama lessons
- UNSW International Competitions and Assessments for Schools (ICAS)
- Before and after school care, as well as vacation care provided by TheirCare
- Other before-or-after-school activities

Below is Lutheran School Wagga Wagga's all inclusive Fee Structure for 2025:

| Child Number | Fee per Term | Student Total | Family Total \$ |
|--------------|--------------|---------------|-----------------|
| 1            | 1163.00      | 4652.00       | 4652.00         |
| 2            | 1017.63      | 4070.50       | 8722.50         |
| 3            | 872.25       | 3489.00       | 12211.50        |
| 4            | 581.50       | 2326.00       | 14537.50        |

\*Not included: Camp Fees.

Camp fees from Year 3 to 6 are billed separately in the term that they occur.

In 2025, the annual sibling discount will be:

12.5% for second child (\$581.50)

25% for third child (\$1163.00)

50% for fourth child (\$2326.00)

## Payment of Fees

### Making Payments

Statements are issued at the start of each term.

The school's preferred method of payment is by direct debit. We offer a number of options for the timing of these payments to fit with individual families' needs.

### Overdue Fees

Families experiencing difficulty in making full payment by the due date should contact the Business Manager or Finance Officer before the fees are due. A Direct Debit Payment Plan may be required as part of an arrangement with the school.

### Fee Assistance

We understand that individual circumstances can change over time. Our goal is to help families experiencing genuine hardship to remain in the school. Families are encouraged to contact the school as soon as possible and a confidential meeting will be arranged with the Principal.

If you have any questions regarding our fee structure, please contact the Principal on 69238 100 or email [principal@lpsww.nsw.edu.au](mailto:principal@lpsww.nsw.edu.au)

## CHILD PROTECTION

### Child protection (Working With Children) Act 2012 (NSW)

The Act prohibits the employment or engagement of persons convicted of a serious sexual offence. These people are referred to as “disqualified persons”.

For the purpose of the Act all staff and volunteers will be required to disclose to the School whether or not they fall within the prohibited categories defined by the Act, are subject to either an interim bar by the [Office of the Children’s Guardian \(OCG\)](#), or are the subject of a risk assessment.

We strongly encourage all our parent volunteers to supply us with a voluntary/paid Working With Children Check, Valuing Safe Communities training and attend an information for volunteers session at school. There are certain events where this compulsory, e.g. if you are a parent attending a school camp, regularly helping in the canteen or library or and attending excursion.

All parents/volunteers are required to sign in at the office and wear a visitors lanyard when on site.

The School’s full [Child Protection Policy is available on the website](#).

### Custody and access orders

Where there are custody and access orders from the family court, parents or carers or guardians must provide to the Principal copies of these orders.

## PARENTS & FRIENDS

We are fortunate to have a dedicated and passionate group of parents that form our P&F. Meetings are held twice a term, in Weeks 2 and 8 We encourage you to come along and get involved. This is a great way to meet other parents and get involved in fundraising events.

Current executive members of the P&F are:

| <b>President</b> | <b>Vice President</b> | <b>Secretary</b> | <b>Treasurer</b> | <b>Fundraising</b> |
|------------------|-----------------------|------------------|------------------|--------------------|
| Jodie Graham     | Amanda Cappello       | -                | Margaret Riordan | Ketura Weston      |