



# LIHIR INTERNATIONAL PRIMARY SCHOOL

## Parent Guide

*“Knowledge Knows No Bounds”*

Managed by Newcrest Mining Limited

Member School of Education Queensland International



Newcrest Townsite  
Lihir Island  
New Ireland Province

Papua New Guinea  
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## ***SCHOOL CONTEXT***

Lihir International Primary School is a Kindergarten to Year 7 School, of approximately 80 students, situated on Lihir Island in the New Ireland Province of Papua New Guinea.

The student population is approximately 75% Papua New Guinean and 20% Australian with a small number of children from other countries also attending the school.

Students study the Australian Curriculum due to the school's licensing agreement with Education Queensland International.

The school has excellent facilities that are well maintained by Newcrest Mining Limited.

Small classes are taught by Australian Teachers with support from a full time Teacher Assistant or Teacher Aide.

Lihir International Primary School shares a strong partnership with its community and the school is the focus of many well supported community events.

Parents are involved in all aspects of Lihir International Primary School and support the need for their children to have a strong learning foundation. The school's philosophy is underpinned by a commitment to providing high quality education for the children of Newcrest Mining Limited's Townsite residents and to be recognised as a school of academic excellence, providing a quality education and a foundation of lifelong learning skills in an inclusive environment.

Outstanding teaching and learning is evident in all curriculum areas at Lihir International Primary School with the 2015 – 2017 School Improvement Plan focussing on constant improvement of Maths and English teaching and learning through the three key strategic directions of:

- Teaching for Effective Learning
- Excellence in Learner Achievement
- Assessment for Learning

Staff at Lihir International Primary School has high expectations of all students and challenge them to be successful, enquiring learners while acknowledging individual differences and learning needs.

### **SCHOOL FACILITIES**

- Fully air conditioned classrooms each with art and information technology facilities
- All classrooms are equipped with Smart Board Interactive Whiteboards.
- Well-resourced Music Room
- Well-equipped library
- Undercover outdoor assembly area
- Large oval
- Undercover basketball, netball and volleyball court
- Synthetic grass play space in the courtyard area
- Two playgrounds and a sand pit
- Covered outdoor learning area for junior primary classes
- Well-equipped canteen
- Constant access to the local 25 metre swimming pool
- Student laptops

## SCHOOL HOURS AND TERM DATES

### SCHOOL HOURS

8.15 am - School begins  
10.15 am - Recess  
10.45 am - Lessons resume  
12:45 pm - Lunch eating time - supervised  
1.00 pm - Lunch play break  
1.30 pm - Lessons resume  
2.45 pm - Dismissal

### TERM DATES 2017

Term 1 25/1/2017 - 31/03/2017  
Term 2 18/4/2017 - 23/06/2017  
Term 3 17/7/2017 - 15/09/2017  
Term 4 02/10/2017 - 07/12/2017

### ATTENDANCE

Parents are asked to co-operate by ensuring their children are on time for school, as arriving late causes disruption to class routine and can cause embarrassment.

If your child is going to be absent please notify the school as soon as possible and provide a reason for your child's absence.

All absences will be recorded on the school's attendance record.

A written note to your child's teacher or a telephone call or email to the front office is appropriate.

Families are encouraged to have holidays during holiday times; however, sometimes this is not possible. Please notify the school in advance of any planned term time absence to enable an exemption to be obtained.

If your child comes to school late or leaves early they need to come through the front office so that their attendance or absence can be recorded. This is also important if you take your child out for part of the day, such as to visit the doctor.

## CURRICULUM

The Australian Curriculum provides the basis for programming, planning and assessing at Lihir International Primary School and the school is able to provide this due to a licensing agreement with Education Queensland International.

The school is audited each year to ensure the high expectations of the licensing agreement are met and teachers travel to Australia each July for Professional Development to ensure teaching and learning at Lihir International Primary School continually improves and keeps pace with education delivered in Australian primary schools.

In recent years the staff of Lihir International Primary School has taken part in a rigorous transition from the Queensland to Australian Curriculum and the following learning areas are taught from Prep to Year 7.

#### There are currently 8 Learning Areas:

- Mathematics
- English

- Science
- The Arts
- Design and Technology
- Health and Physical Education
- Languages (Tok Pisin)
- Humanities and Social Sciences

Underpinning the implementation of the Australian Curriculum at Lihir International Primary School is the continual focus on developing socially responsible and respectful students by promoting personal excellence and values for a positive and successful future.

This focus will continue to grow during 2017 through the You Can Do It! Education Positive Psychology Program.

Physical Education and Health is taught to all primary school classes by a specialist PE teacher and a specialist Art teacher facilitates Art lessons, for all classes, throughout the week.

Tok Pisin, the local *lingua franca* (common language), is the language other than English taught at our school.

The school features a range of extra curricula activities for children and these include out of school sport, singing group and Creative Writing Club while visiting specialists work at Lihir International Primary School, throughout the year, in areas such as Speech Pathology, Educational Psychology and Growth and Development.

To support a high quality physical education program a specialist athletics coach provides students with the opportunity to develop specific athletic skills during term two and this leads into the school's Athletics Day on the last Wednesday of term two.

The school shares a strong connection with the Lihir Swimming Club and the term four Physical Education program focuses on swimming with the highlight of this program being the School Swimming Carnival on the final Wednesday of the school year.



## **STAFF**

Mr Gregory Neville – Principal

### **TEACHERS:**

Mrs Sonia Neale – Kindergarten

Mrs Melody Watkins – Prep

Miss Philippa Thomas – Grade 1/2

Miss Jenny Thomas – Grade 2/3

Ms. Catherine Languish – Grade 4/5

Miss Angela Collins – Grade 6/7

### **ASSISTANT TEACHERS**

Mrs Ruth Moning – Grade 1/2

Ms Anastasia Tukata – Grade 2/3

Mrs Jenny Pesas – Grade 4/5

Mrs Gertrude Kelele – Grade 6/7

### **Teacher Aides**

Mrs Clementa Exzil – Kindy

Ms Georgina Kinkinteng – Prep

Ms Veronica Melios – Kindy

### **Administration and Finance Manager**

Ms Rosemary Mattus

## **PARENT PARTICIPATION**

Parents are very welcome at Lihir International Primary School and we encourage parent participation in many forms. Many parents are involved in helping to run the school canteen, Parents & Wantoks committee and special events such as Movie Night.

Lihir International Primary School conducts a whole school assembly at 8:15am every Friday. Each class takes responsibility for running one assembly per term and these assemblies highlight students' learning and achievement and are extremely well attended by parents.

Parents are also invited to support classes in a variety of ways e.g. sharing their expertise such as cooking, knowledge of different cultures, traditions, art and craft.

We also encourage parents to visit on special occasions e.g. Acquaintance Night, Parent / Teacher Interviews, Student Led Conferences, Athletics Day, Swimming Carnival, parent information sessions on learning and wellbeing and Independence Day Celebrations.

*Parents can also participate in a more formal manner.*

## **SCHOOL COUNCIL:**

School Council oversees school organisation in areas such as policy, finance, facility development and curriculum. Some parents will be appointed to School Council by Newcrest Mining Limited while other parents are elected to School Council at the Annual General Meeting held in February. The term of office is two years.

School Council meetings are on the Thursday of week four and week eight each term.

When required sub-committees will report and make recommendations to School Council and these include Independence Day and Parents and Wantoks.

Steven Butt is the Chairperson of the School Council.

## **PURPOSE, VISION, MISSION AND VALUES**

**Lihir International Primary School's Purpose, Vision, Mission and Values have been developed in consultation with the students, parents and staff of our school community.**

### **The Purpose of the School:**

The Lihir International Primary School is owned and operated by Newcrest Mining Limited.

The purpose of our school is to provide a high quality education to the company's Townsite residents.

### **Our Vision**

That Lihir International Primary School is recognised as a school of academic excellence, providing a quality education and lifelong skills in an inclusive environment.

### **Our Mission**

Lihir International Primary School will proactively support NML's recruitment and retention strategies by providing a high quality international education, in a multicultural and caring environment, that fosters the intellectual, physical, social and emotional development of the child, as well as the transition for students to productive and responsible participation in society. This will be achieved through the co-operative effort of the school, home and general community.

### **Our Values**

The values that guide our operation are:

- Fairness, equity and respect
- Honesty and integrity
- Team work
- Individual Achievement
- Community partnerships

## **STUDENT LEADERSHIP**

Lihir International Primary School students are involved in a structured Student Council that raises ideas and makes recommendations to School Council to improve our school.

Student Council is led by the Year 7 Student Leaders, supported by Mrs King, who work in conjunction with one elected School Council representative from each year level.

Student Council also takes part in a range leadership and fundraising activities and is supported by staff to organise and lead school events such as the trash and treasure sale and the coffee shop.

## **VIP – THE SCHOOL’S BEHAVIOUR ETHOS**

Value, Include and Participate are the three words that will help people in this school act appropriately. They are three words to use, think about and include in dealings with staff, students and all aspects of the school community, even the school environment.

VIP is about effective communication.

### **Value**

We value each other. Everyone’s feelings, opinions, actions, behaviour and abilities are important.

- Protect and value the belongings of others and all school property.
- Be careful and thoughtful in the use of school buildings and equipment.
- Ask permission before using belongings of others.
- Take lost property to the Lost Property area.
- Keep your books and property neat and tidy, and in their proper place.
- Wear the correct school uniform with pride.
- Help keep the school tidy and litter-free.
- Behave in a way that will bring credit to the school especially on excursions and when representing the school.
- Always use good manners.
- Respect the opinions of others.

### **Include**

We include everyone in games, discussions, group work and all activities.

- Play sensible games that everyone in your group can safely enjoy.
- Remain in the playground unless you have permission to leave.
- Walk your bike in the school grounds.
- Play in safe and supervised areas.
- Avoid injury and embarrassment to others.
- Show respect to visitors.
- Greet everyone politely.
- Be a good sport.
- Try to work out problems.
- Be kind to others.
- Help new and lonely children.
- Don’t tease or laugh at others, especially when they make mistakes.
- If you see a problem tell the teacher on duty

## **Participate**

We allow everyone to participate in games, discussions, cooperative group work, activities.

- Always do your very best.
- Be well behaved and don't disturb the learning of others.
- Be a good worker and a good listener.
- Be punctual.
- Join in happily with school activities.
- Try to develop your skills with the help of the teacher.
- Respect and be obedient to all staff.
- Be honest and truthful

## **BEHAVIOUR SUPPORT POLICY**

### **RATIONALE**

At Lihir International Primary School, we are committed to providing a safe, supportive and disciplined learning environment where students, parents, teachers and principal work together constructively to enable quality learning opportunities for all students.

Lihir International Primary School is an environment where all members feel safe and are valued; where social and academic learning outcomes are maximized for all through a quality curriculum, interpersonal relationships and sound school organization.

### **DEFINITION**

The supportive school environment is one where:

- (a) All members of the school community feel safe and are valued;
- (b) Social and academic learning outcomes are maximised for all through quality practices in the areas of curriculum, interpersonal relationships and school organisation;
- (c) School practices which involve a planned continuum from the positive or preventive actions for all students to the responsive actions for specific individuals and groups;
- (d) Non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the school community;
- (e) Suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected.

### **PHILOSOPHY**

The philosophy of a supportive school environment is embedded within the school culture.

It is reflected in a code of behaviour based on a set of principles that are understood, accepted and practised by all members of the school community.



## **PRINCIPLES**

The Responsible Behaviour Policy is underpinned by the following principles.

- The school community expects high standards of personal achievement and behaviour.
- The foundation of positive classroom behaviour is effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students.
- Positive behaviour is enhanced through a whole school approach and effective school organization and leadership.
- Partnerships with parents/carers, the wider school community and other support agencies contribute to positive behaviour in schools.
- Staff expertise is valued and developed.
- Standards of expected student behaviour are linked to transparent, accountable and fair processes, interventions and consequences.
- Responses to inappropriate student behaviour must consider both the individual circumstances and actions of the student and the needs and rights of school community members.

## **HOMEWORK**

### **Rationale:**

Homework helps students with their education by complementing and reinforcing classroom learning. It assists in fostering good lifelong learning and study habits, whilst providing an opportunity for students to be responsible for their own learning.

*Parent co-operation is critical because it reinforces the value of homework.*

### **Aims:**

1. To encourage children to establish a routine of regular work.
2. To give children practice and immediate reinforcement of work conducted at school.
3. To give feedback to parents as to the type of work their child is doing at school and to gauge the success of that work.
4. To give a guide to the teacher if further assistance or teaching is required in that area.
5. Allow children to organize their time around other activities.

### **Implementation**

The class teacher is responsible for setting the homework.

If a child is unable to do any of the set homework the parents are asked to contact the class teacher. A note is often sufficient.

If homework is not completed, and the parent has explained this, the incomplete work will be done at home the next night.

If there has been no communication, then the work will be completed during a recess or lunch break.

Homework may include:

- Independent reading
- Reading to parents
- Completing incomplete work
- Completion of class project work
- Work sheets
- Skills practice
- Drills exercises
- Class teachers may set a weekly contract of homework.

#### **Homework Time Guidelines**

- Years Prep / One: up to 15 minutes a day maximum
- Year Two/Three/Four: up to 20 minutes a day maximum
- Year Five/Six/Seven: up to 30 minutes a day maximum

***Homework will not be set during the first or last week of term***

#### **COMMUNICATION**

Regular communication between school and home is important.

Early Years classes have a regular communication book that parents, students and teachers use.

The school sends home a regular newsletter, known as the *Toksave*, every week which can also be accessed via our website.

You are encouraged to 'keep in touch' with teachers about any current happenings in your child's life that may impact on their wellbeing or learning.

Before and after school are times when most teachers are available - if you require more time please make an appointment with the teacher. Remember, the teacher's first priority during school time is to be with children.

#### **RAISING CONCERNS**

Parents and Caregivers are encouraged to ask questions and raise concerns about your child/children as soon as an issue arises. The first step is to seek clarification from your child's class teacher at an appropriate time – please remember that during teaching time the teacher's responsibility is to be teaching the class and discussion at this time is not appropriate.

If, following discussion with the class teacher, you have further questions please make an appointment to see the principal.

## **DAY TO DAY INFORMATION**

### **FIRST AID**

Children who require first aid first see the teacher on duty and following this they are assisted to come to the office where they are attended to by staff with up to date first aid training.

Sick children are also sent to the front office for assessment. Sometimes they just require some quiet time or a short rest.

If children are unwell, a member of staff will try to contact parents in the first instance and if we are unable to contact you we will try others on your emergency contact lists. If the school is unable to contact anyone, the Principal is empowered to seek whatever medical attention he feels is necessary.

If your child has a medical condition, a plan to ensure they stay healthy at school will need to be negotiated. This plan is essential for any students who require medication during school hours.

All medicines and puffers will need to be clearly labelled. All medications are distributed from the front office and can only be distributed if they are supported by a medical plan devised by a doctor.

### **Library**

Students are strongly encouraged to utilise the library facilities by borrowing books on a regular basis.

All students can borrow during their class time on a designated day each week. Each student is provided with a library bag that is required to be used to protect any book borrowed from the library.

Parents are also welcome to borrow from our library and there is a small Parent Resource Library in the front office with information on many different aspects of raising children and learning. Please ask Rose if you require any assistance borrowing from the school or parent library.

### ***LOST PROPERTY***

Lost property will be brought to the front office and displayed at morning assembly if it is not claimed.

Please make sure all items of clothing and hats are clearly named.

### **CANTEEN**

The Parents and Wantoks Committee provides a canteen service from week two to week nine of each school term.

If students want to order from the canteen for collection each Friday they need to submit their order by 8:15am the preceding Wednesday by using the re-useable lunch order bag supplied by the school.

The Canteen Manger, with help from volunteers, will collate all recess and lunch orders and these orders will be distributed, from the canteen, at recess and lunchtime on Fridays.

An up to date canteen menu and price list will be sent home to all families at the beginning of each term and the canteen manager will circulate a roster of volunteers to assist with counting money and collating orders on Wednesday and distributing lunch orders on Fridays.

### ***MONEY***

All money payments must be made at the front office, preferably between 8.00am and 9.30am. Payment can be made by cash or cheque.

### **UNIFORMS**

The school uniform consists of the Sports Uniform and Dress Uniform

#### **Dress Uniform**

Girls: Uniform dress, school hat, black sandals or black leather shoes or sneakers and white socks.

Or Boys' dress shirt, girls' maroon culottes/skorts or shorts, school hat, black sandals or black leather shoes or sneakers and white socks.

Boys: Uniform dress shirt, maroon shorts, school hat, black sandals, black leather shoes or sneakers and white socks.

#### **Sports Uniform**

Girls: Yellow polo shirt, girls' maroon shorts or culottes/skorts or shorts, school hat, sandshoes and white socks.

Boys: Yellow polo shirt, maroon shorts, school hat, sandshoes and white socks.

Dress Uniforms are to be worn on all school days apart from designated class PE days.

Sports Uniforms are worn on the day that is the class PE day.

Uniforms are compulsory and students are encouraged to take pride in themselves and their uniform.

Appropriate footwear is essential and thongs are not permitted.

Excessive amounts of jewellery or make up are not part of the school uniform.

Uniforms can be purchased from the P&W through the school office.

### **HATS**

All children are required to wear a school hat whenever they are involved in outside activities such as daily fitness, physical education lessons and lunch and recess playtime. This rule is in place for children's wellbeing and to reduce the chances of developing skin cancer.

Children not wearing hats will not be allowed to play outdoors. Students who consistently come to school without a hat will be referred to the principal.

Parents are encouraged to support the sun smart policy by applying sunscreen.

### **MOBILE PHONES & ELECTRONIC DEVICES**

Students are not to bring mobile phones or electronic devices to school.

Parent contact with students can be made directly on fixed landline phones, with messages relayed by staff in the front office.



Our school community looks forward to welcoming you and your family to Lihir International Primary School.

We will work hard to ensure your time at our school is an extremely worthwhile, enjoyable and memorable learning experience as you become part of our fantastic school community.

Kind regards

Gregory Neville

On behalf of all Lihir International Primary School staff and students