

Bardwell Park Infants School
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NEWSLETTER

Week 3, Term 1

12th February 2018

Sports uniform -Tuesdays
Library bags- Friday

Bell times: morning 9.15am

Lunch- 11.15-12.15pm

Afternoon tea- 1.40-2.00pm

Term 2 Week 3 (this week)

- ◇ Fundamental Movement Skills Program starts Tuesday 13th February (9 week program) **sports uniform**
- ◇ Scripture begins Wednesday 14th February
- ◇ P&C Meeting on Wednesday 14th February 9.15am in the Library
- ◇ Book Club orders need to be placed by Friday 16th February

Term 2 Week 4

- ◇ Meet & Greet evening for parents begins at 7.00pm, Monday 19th February in the Connected Classroom. Classroom sessions follow shortly thereafter.
- ◇ Return Stewart House bags by Monday 19th February
- ◇ Cake Day Friday 23rd February 1.40pm

Term 2 Week 5

- ◇ Clean up Australia Day 2nd March
- ◇ Sausage Sizzle Lunch 2nd March

Term 2 Week 6

- ◇ School Photos Monday 5th March

Dear Parents and or Caregivers,

Congratulations to the following children who received Merit Awards in Assembly last week:

K/1	Class Merit Certificate K/1
1/2	Class Merit Certificate 1/2
Playground Certificate	Ella , Natashah
5 Stamp Cards	Jacob
10 Stamp Cards	Natalie
15 Stamp Cards	Apollo
20 Stamp Cards	Jacob Taylon Jonah, Natashah Matthew
25 Stamp Cards	Miranda

Professional Learning

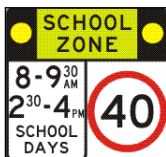
Scope and sequences for Key Learning Areas are being developed, to meet programming requirements of the National Education Standards Authority (NESA) and our school's needs. All staff have completed their annual mandatory Child Protection Training for 2018. Staff members are undertaking or have completed the *Disability Standards for Education* to learn more of their legal obligations under the *Disability Discrimination Act (DDA)*. All teaching and non-teaching staff at the school are formulating their Performance and Development Plans (PDPs) this term. Performance and Development Plans for teaching staff include professional goals relating to NSW State priorities, school priorities and personal professional goals, all of which are linked to the teaching standards or the principal standards. The process includes observation, collaboration and evidence and spans two terms, one semester.

Safety

The back gate is locked at 9.30 each morning and unlocked again at 2.30 pm. The back gate is relocked after school at 3.30 pm. The vehicular gate will be closed when the teacher comes on duty at 9 am and remain closed, all day. The pedestrian gate is closed but unlocked all day and is the main entry for the school. Thank you for ensuring the pedestrian gate remains closed and for your cooperation in helping to keep our students and staff safe at all times.

Parking safely

Please be aware that parking in Crewe Lane outside the school, is often not practical. PLEASE DO NOT PARK ACROSS THE DRIVEWAY AT ANY TIME. For the safety of your own and others' children we ask that you to park correctly. Parking is also available at the Darley Road entrance and the gate is open until 9.30am and re-opened at 2.30pm.



Medical *repeat message*

To assist us with keeping our information accurate and current, could you please see the form at the end of this newsletter and indicate **any changes** and return it to the school office as soon as possible. Please do this throughout the year as is necessary, as contacts and medical information can change.

Medication

If you require the school to administer prescribed medication to your child for any reason we will need **written** authority clearly stating the exact dosage and the times it needs to be administered. All medication is to be handed into the office in the morning in the appropriate container or package, clearly labelled, for the safety of all students.

Anaphylaxis/Allergic Reactions/Specific dietary requirements

Students at school are **not to share** food or drink with others for health reasons such as **Anaphylaxis, Allergic reactions and/or specific dietary requirements**. We ask therefore, that parents reinforce this message with your children when packing students' lunchboxes.

Lunch and afternoon tea

Our students are supervised whilst eating. We encourage the children to have a well-balanced and healthy diet so please make sure that treats are kept to a minimum. Nutritious foods should make up the mainstay of the food your children bring to school. Please DO NOT give your child too many choices in their lunchbox, as they often think that they must eat it all. Please give your child exactly what you want them to eat, or discuss with them what is for lunch and what is for afternoon tea. We encourage recyclable drink containers, lunch boxes and storage containers (with your child's name on them) with as little packaging as possible (nude food) to reduce landfill and consumer wastage. Please reinforce the message **we do not share** food or drinks at school.

Permission to Publish *YEAR 1 & 2 students only*

This is just an update to your original enrolment form at enrolment. Every year it is a requirement that we remind parents about 'Permission to Publish'. The Department of Education (DoE) may publish information about your child for the purposes of sharing his/her experiences with other students. This may include your child's name, age, class and or photographs. Photographs of students may be uploaded to the school's website or newsletter but students are not identified by their full name in that context.

Internet/online access

The Department of Education provides students with filtered and secure access to the internet whilst at school, via the *Kidspace* student portal. Digital citizenship is taught at school. Students' access to the internet at school may be suspended by the IT coordinator, if used inappropriately. At home, please remain vigilant whilst your child is on the internet. For further clarification please speak to Mrs Fulham or to change your original choice, simply contact the school office.

School Attendance/Absences

It is a Department of Education requirement that an explanation is provided within 7 days for all students' absences. You may write a note or telephone the school office to provide an explanation. For your convenience, an absentee note is attached to this newsletter, although handwritten notes are accepted.

If your child arrives after school has begun at 9.15 am the parent/caregiver **MUST REPORT to the office – with a reason for their child arriving late.** The child will be issued with a Late pass, which must be presented to their teacher on arrival to the classroom.

If you wish to take your child home early the parent/guardian **MUST REPORT to the office – with a reason for their child leaving school early** and collect a pass. This Early Departure Pass should be presented to your child's teacher. Of course if you know in advance that you are taking your child early, letting the class teacher or office know prior to the day will help in organising your child to be ready when you arrive at the Office to collect their pass. It is important to collect a Late or Early pass because every single occasion is marked in the system.

Overseas travel

If you are planning an extended trip overseas or within Australia during the term (over a period of 5 days) the absence needs to be authorised by the Principal. There is an **APPLICATION FOR EXTENDED LEAVE – TRAVEL** form that will need to be completed. Once completed you will be issued with a **CERTIFICATE OF EXTENDED LEAVE – TRAVEL** – which may be requested at Customs. Also please be aware that extra work will not be provided by the class teacher as this assumes that no pre teaching is needed. A comprehensive journal written about their travels is a great way to show your child the practical application of reading and writing. Such a journal also makes a wonderful keepsake.

Term 1 Week 3 (this week)

Stewart House

Stewart House clothing bags were sent home today. Please return clothing bags to the verandah by Monday 19th February.

Book Club

Book Club orders must now be placed online through Scholastic. Cash and or cheques can no longer be accepted at school. Book orders must be placed online by this Friday 16th February.

Scripture

Scripture classes begin this week on Wednesday 14th February at 9.30am. The available classes include Uniting Church, Greek Orthodox, Catholic and Non-Scripture. We will advise when Ethics for Years 1 and 2 will begin. All students who attend Non-Scripture are supervised by a classroom teacher but no formal instruction is provided.

P&C Meeting Wednesday 14th February *repeat message*

The first P&C meeting of the year will include the Annual General Meeting (AGM) for 2018. The meeting will be held in the Library and will begin shortly after 9.15am. The P & C will send its own newsletter on yellow paper when the need arises. The roles of the P&C are attached for you to read.

Fundamental Movement Skills Program *repeat message*

Fundamental Movement Skills Program begins tomorrow and runs for 9 weeks finishing on the 10th April. All children will be required to wear their Sports Uniform. The cost of the 9 week program for Term 1 is \$48.00 per child. All students K-2 will participate in this program as it is a component of the Personal Development, Health and Physical Education Syllabus. The lesson costs may be paid in full or in instalments. Please complete the permission note at the end of this newsletter.

Library bags on Fridays

All students need to bring their calico library bag to borrow books from our Library on Fridays. Replacement library bags may be purchased at any time if needed, through the office at a cost of \$5.00.

Term 1 Week 4

Meet and Greet Monday 19th February 7:00pm *repeat message*

Please come to the Connected Classroom at 7:00pm to meet all staff, before moving to your child's classroom so the teacher can share his or her plans and routines for the class.

Stewart House

Stewart House clothing bags will be collected this week. Please return bags to the verandah by Monday 19th February.

Cake Day Friday 23rd February

Thank you to Nitza , Pamela and Louise for supplying the cakes for our first cake day on Friday 23rd February.

Take Home Bag

The blue Take Home bags have now been distributed to Kindergarten students. The cost of the bag is \$12 and it will be added to the Kindergarten School requirements – if you need to replace a lost bag they may be purchased from the school office.

Cake Days, Sausage Sizzles & Winter Treats Of Pie & Sausage Roll Days

New Kindergarten Parents Are Most Welcome To Volunteer

Sausage Sizzles and Cake Days are being held once a Term this year and as well as special days such as the Easter Walkathon and Sports Day. Without the support of our parent community these days will be unable to continue. There are three/four parents rostered on each Sausage Sizzle – so please don't feel you have to do it on your own.

Parents who volunteer to bake for our cake days will be asked to supply approximately 20 small cakes (three parents are rostered each day) which are sold for \$1.00 each. Cakes are delivered to school in the morning and stored in the staffroom. We seek a parent volunteer to support us and sell the cakes. Containers may be collected from the verandah or staffroom after school.

We will also be holding Pie and Sausage Roll days in Terms 2 and 3. The children will place an order for these and a parent will need to collect them from the local cake shop. The teachers will distribute them to the children who have ordered at the beginning of lunchtime.

If you are able to help please complete the volunteer form and place in the class boxes at the office any time this week. New parents are most welcome to volunteer for any of the jobs.

Voluntary School Contributions

The school will again be asking for a voluntary School Contribution, which supplements funding given to us by the Government and enables us to provide quality resources and materials for the educational benefit of your children. The voluntary contribution remains the same this year at \$40 per child.

Workbooks And Learning Materials –Attached To This Newsletter

This year all children will be using various workbooks in class. To cover the cost of these workbooks and learning materials we are asking you to pay \$70.00 each for Kindergarten, Year 1 and Year 2 student. Please note that these workbooks do not attract GST.

As always if any family is experiencing financial difficulty please do not hesitate to contact either the office or Mrs Fulham to discuss or inform, so that arrangements can be made.

Payments

- There is no specific day for money collection. Money can be placed in the office in the K-2 container on **ANY DAY**. A receipt will be provided.
- The Department of Education provides a secure online payment system (through the Westpac bank) called Parent Online Payment (POP) which is available to you through the school website, <http://www.bardwelpki-p.schools.nsw.edu.au> Single or multiple payments may be made on the site and it is an easy method of payment.
- If paying in cash, please place the **CORRECT** money in the provided **sealed envelope, clearly labelled** with the student's name class and purpose and deposit it in the K-2 container through the office window.
- If you have any difficulty in paying for anything that we ask throughout the year, please see Mrs Maclean or Mrs Fulham know so that we can make other appropriate arrangements. We do receive a small grant from the Department to help out families having financial difficulties.

Other

Parent/staff meetings: Although the staff are often available to talk informally to parents, if you have a specific issue or concern please see the office to arrange a mutually agreeable time with the appropriate staff member for an interview.

School uniform: students are required to wear a school hat as part of their school uniform. If your child has particularly sensitive skin you may like to apply sunscreen before sending them to school. School uniforms are available from Beare & Ley (Lowes) at Rockdale Plaza. The school also has a limited second hand pool of uniforms if required. Children are to wear their sports uniform each **Tuesday** for Terms 1 and Term 2.

Polo Vest

The school has introduced a navy polo vest with the school logo. We would like to offer again the opportunity to current parents to purchase a polo vest. Please see the order form at the end of this newsletter.

Lost property: is kept under the bench in the Office. Please remember **to label** all items your child brings to school. Please check these items periodically as names fade after frequent washing. At the end of each term all lost property will be disposed of.

Parent Helpers

Throughout the year there will be opportunities to become involved in a variety of programs or events. We will advertise for helpers in our Weekly Newsletters so watch this space or the P & C Newsletter.

Working With Children Policy

The Working With Children Policy aims to minimise the risk of harm to children by preventing a 'prohibited person' from gaining or remaining in child related employment in any private and public capacity within NSW. **Parents who volunteer to help in some way with our children, (parent helpers, sausage sizzle volunteers etc.) and who are under direct teacher supervision and view, are within the EXEMPT category and do not need a Working With Children Check (WWCC) number. However, you are required to go to the school office and do a 100 point check and complete an Appendix 5 WWCC form.**



BARDWELL PARK INFANTS SCHOOL THE ROLE OF THE P&C

Each year a new P&C executive committee is elected. In the upcoming P&C meeting on the 14th February 2017, this election will take place. Below is more information about each of the roles. If you are considering becoming more involved in your child's education, joining our P&C is the perfect platform to do so. Bardwell Park Infants has a very active P&C Committee who are responsible for coming up with new fundraising ideas and the successful execution of any events held.

THE ROLE OF THE P&C

The P&C's role is not just the creation and provision of a supplementary form of funding for their local school but a place where parents can actively engage and support the education of their children by participating in the decision making process.

The President is responsible for:

- Chairing the P&C Meeting
- Liaising with the Principal where necessary
- When necessary being the face for the P&C at School Functions
- Being signatory on the Association's bank account

The Treasurer is responsible for:

- Liaising with the school office
- Collecting bank statements/bills from office
- Banking cheques (Commonwealth Bank)
- Writing P&C cheques (2 signatures needed)
- Bank reconciliation each month
- Reporting financial position at each P&C Meeting
- Encouraging members to understand the state of the P&C finances
- Ensuring books are kept correctly recording all financial transactions of the P&C Association

The Secretary is responsible for:

- Preparing Agendas in consultation with the President
- Recording the minutes of meetings
- Receiving and tabling all correspondence and answering correspondence as needed
- Distributing minutes to the school admin staff for the newsletter
- Maintaining official records of the P&C Association

The various Fundraising Co-Ordinators chosen are responsible for:

- Ordering materials for Mothers Day& Fathers Day etc
- Co-ordinating events such as chocolate drives, trivia nights, fetes etc
- Directing helpers to assist with P&C activities
- Liaising with the Principal and school office

UPDATED STUDENT & PARENT INFORMATION

(only complete if you have changes)

Student Name: _____ Class: _____

Address: _____

Home Phone: _____

Mother's Mobile Number: _____ (W): _____

Father's Mobile Number: _____ (W): _____

Emergency Contacts: 1. _____ 2. _____

Mother's Occupation: _____ Father's Occupation: _____

Permission to Publish: Yes/ No Online Services: Yes/ No

Student Medical Concerns: eg. (Allergies, Asthma, Anaphylaxis _____) (See the school office)

✂ _____

PERMISSION for FUNDAMENTAL MOVEMENT SKILLS 2018

Students will be participating in the Fundamental Movement Skills Program every Tuesday beginning 13th February and finishing on the 10th April. The cost of this program is \$48.00. You are welcome to pay in instalments or in full. Payment may be made with cash or cheque but the preferable method would be through the "Make a Payment" tab on the school website. Please advise us if your child is not able to participate for any reason in any of the program as they are a part of the regular school curriculum.

I give permission for my child _____ in class _____ to participate in the Fundamental Movement Skills Program during the 2018 school year. I am aware the program is run within the school confines and that my child is expected to participate each week.

Signed Parent/Caregiver: _____ Date: _____

✂ _____

Meet And Greet Evening – Monday 19th February

Childs Name: _____ Class: _____

Childs Name: _____ Class: _____

☐ I / We will be attending the Meet and Greet Evening.

☐ I / We will not be able to attend the Meet and Greet Evening.

Parent/Guardian: _____ Date: _____

Cake, Sausage Sizzle & Pie/Sausage Roll Rosters

Please place my name on the roster.

Child's Name: _____ Class: _____

Parent's Name: _____ Contact Number: _____

Please tick ✓ the box/es

CAKES

☐ 18th May

☐ 10th August

☐ 9th November

SAUSAGE SIZZLES

☐ 2nd March

☐ 29th March (Walk-a-thon)

☐ 15th June

☐ 28th September (Sports Day)

PIE/SAUSAGE ROLL

☐ 30th May

☐ 22nd August

Mrs Maclean will let you know when the roster has been drawn up in case there needs to be any changes.

✂ _____

POLO FLEECE VESTS

If you would like to order a navy blue polo vest with the school logo on it for the cooler weather, please indicate how many and what size you would like to order and when we have enough orders we will contact the supplier (they are not available through Lowes). The cost of the vest is \$25.00. Please return your orders before the end of February.

I would like to order ____ vests in size ____ for my child _____. I understand the cost of the vest is \$30.00.

☐

I enclose \$_____ in payment

☐ I will make payment on delivery

☐

I will make payment via the Online Payment system on the website

BARDWELL PARK INFANTS SCHOOL - SCHOOL REQUIREMENTS – 2018

1) Child's Name: _____

Class: _____

2) Child's Name: _____

Class: _____

Kindergarten

☐ Learning Materials \$70.00 \$ _____

☐ School Crested Take Home Carry Bag \$12.00 \$ _____

☐ School Voluntary Contribution \$40.00 \$ _____

Year One:

☐ Learning Materials (No GST) \$70.00 \$ _____

☐ School Voluntary Contribution \$40.00 \$ _____

Year Two:

☐ Learning Materials (No GST) \$70.00 \$ _____

☐ School Voluntary Contribution \$40.00 \$ _____

Total payment made: \$ _____

☐ I enclose payment now.

☐ I will make payment via POP (Parent online Payment) facility.

Parent/Caregiver

Date



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____



BARDWELL PARK INFANTS SCHOOL ABSENTEE NOTE

Student Name: _____ Year: _____

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Student Name: _____ Year: _____

Date(s) of absence: _____ Reason: _____

Parent/Guardian Sign: _____ Date: _____