

Newsletter Flier – Thursday 17th May 2018

Important dates to put into your diary

- **Monday 21st May** **Perceptual Motor Program (PMP) – PREP** 2:30pm – 3:30pm
- **Tuesday 22nd May** **Book Fair**
- **Wednesday 23rd May** **Book Fair**
- **Friday 25th May** **District Cross Country**
- **Monday 28th May** **Anglicare Parent Program** 9:30am – 12:00pm
- **Friday 1st June** **Perceptual Motor Program (PMP) – PREP** 2:30pm – 3:30pm
- **Friday 1st June** **Crazy Hair Day**
- **Monday 4th June** **Anglicare Parent Program** 9:30am – 12:00pm
- **Friday 8th June** **Disco**
- **Monday 4th June** **Perceptual Motor Program (PMP) – PREP** 2:30pm – 3:30pm
- **Friday 8th June** **Curriculum Day – STUDENT FREE DAY**

Canteen



As you know, the canteen has been closed for several weeks. Cecilia has informed us that she is no longer able to run the canteen. At School Council last week, it was decided that the canteen would remain closed for the remainder of this year. We will continue to have Subway orders each Friday, with **orders due each Wednesday**.

We will not be sending home reminder notes each week regarding Subway, as we are sure the children will remind you! Subway envelopes will be available in each Unit and in the front office for children to collect as needed.

Collecting children from school early - Procedure

If you need to collect your child before the end of the school day, then we need you to send your child to school with a note that states the reason why they are to be collected early and the actual pick up time. We would prefer that all children stay at school for the whole day. We have many parents who come early to collect children, without a valid reason for doing so. Each time a parent comes to collect a child early we need to disrupt not only their grade, but the whole Unit. Where possible, I ask that appointments are scheduled for out of school time. Just as absences impact a child's learning, so does leaving school early. If a child is collected at 3:00pm each day, then over a week that child will have missed two and a half hours of learning time. Often children are very upset that their parents have interrupted their school day and don't wish to miss out on class activities. At the end of each day, teachers give students instructions that they need for the following day. Please work in partnership with us, ensuring that children stay at school for the whole day.

Absences

The Department of Education has introduced new legislation requiring all schools to contact parents if their child has an unexplained absence, **on the day of the absence**. If your child is absent please ensure that you contact the school office on 9795 3744 (*you can leave a voice message*), use the FLEXIBUZZ App or send a written note. **We need you to contact the school regarding absences on the day of the absence.** To help us contact parents about unexplained absences in a timely manner, we are introducing a new roll marking system called **Compass**. If your child is not at school and we have not received notification of this absence, you will receive an automated message from the Compass system, either by SMS or email. This message will give you a link that you can click on that will enable you to approve the absence and provide an explanation. It is very easy to respond to the notification via your phone or computer. Please ensure you do this as soon as possible if you receive an absence notification via Compass.

Late arrivals - after 9:05am

I have noticed that some children who are arriving late for school are bypassing the front office. When children arrive late to school, we ask them to report to the front office with their parent, who needs to sign them in. At the office, the student will be given a 'late pass' which they will hand to their class teacher. We are issuing 'late passes' as we need to record late arrival details on our new Compass absence system.

Current Contact Details

If your contact details have changed, please make sure that you update your information at the school office. In case of an emergency, we need to be able to contact you during the school day. This is important because we are often unable to contact parents on the phone numbers that we have been given.

Prep Enrolments for 2019 - filling fast!!!

If you already have children at this school and are planning to enrol another child in 2019, we ask that you complete the enrolment process, as soon as possible. Enrolment packs are available from the school office. In addition, if you know of any other families who wish to enrol children please encourage them to attend one of our **school tours that are held every Wednesday at 10:00am**. If you wish to arrange a school tour on a day other than a Wednesday, please phone the school office on **9795 3744**. We are happy to run school tours at any time that suits you. We appreciate parents from Rosewood Downs promoting our school in the wider community.