BELLS CHANGE TIMES
From Monday next week, (4th February) we will be implementing a slight change to the bell times during the day. The morning supervision roster will begin at 8.50am when the first bus arrives at school. There is no adult staff available to ensure the safety of children in the playground prior to that time. As a result of the early start to supervision, classes will begin at 9.20am. Recess will take place from 10.50—11.15 and lunch will now begin at 12.30 and finish at 1.20. The school day will finish at 3.20.

Because supervision begins at 8.50 children should not be dropped at school before this time. It is understood that many parents have commitments at work which require them to leave home early. You may be able to make arrangements with friends or neighbours for the supervision of your children. Some families in the school with working parents may be able to take turns to take each other's children to school. An area under the COLA of the new hall is being used as a quiet area in an attempt to assist parents. It would be greatly appreciated if parents could try to make alternative arrangements to help ensure the safety of our students.

ADMINISTRATION MATTTERS

SCHOOL FEES
Invoices for school fees will be sent home in the next few weeks. While school fees are not compulsory, your support by paying these fees makes all the difference to the educational programs at this school. Fees are used to buy writing books, reading books, classroom requisites, sports equipment, computers and computer software. We also use the fees to subsidise performances and local excursions such as the swimming carnival.

Information on payment arrangements will be given in full on the covering letter of your invoice.

STUDENT INFORMATION SHEETS
Pink student information sheets for 2013 have been sent home with this newsletter. Please complete and return to school as soon as possible. The information you give us is necessary to update our computer records at the beginning of each year. Should you change your address, phone number or emergency contact numbers at any time during the year, could you please inform the office so that records can be kept up to date.

PARTIAL ABSENCES
Parents/carers with children arriving late to school should not drop children off at the gate, they need to accompany their child/ren to the Front Office and sign the Late Book where children will receive a blue slip which is then taken to their class teacher. This same procedure applies when parents/carers wish to take children early from school for appointments etc.

ABSENCES
When your child is absent from school, a courtesy call to the office explaining his/her absence would be appreciated. You should however, still send in a note explaining the reason for the absence on your child’s return to school. If you would like to have some “tick-a-box” absence notes on hand at home, please call into the school office and collect a supply.

VOLUNTEERS/HELPERS
It is important that volunteers coming into the school always come via the Front Office to sign the Visitors Book. It is a safety issue, in case of emergencies, that we know who is in the school at all times. Volunteers also need to sign a Prohibited Employment Declaration (Child Protection). If you have not already done so, please contact the school office for a form.
PERMISSION NOTES
It is a Departmental requirement that all children have parental/caregiver permission to attend excursions. If notes are not returned promptly, this could result in your child missing out. Please check the dates, times and costs carefully on the permission slips and return notes and money in time. Please send notes and the correct money, if possible, to the office in a plastic ziplock bag rather than a paper envelope and these tear easily and money can be lost.

MEDICATION AT SCHOOL
If you are sending medicine to school for your child, it is essential that:

- All medicine is clearly labelled with the student’s name, details of the medicine and dosage.
- For Hygiene reasons, medicine cups/ syringes etc need to be supplied.
- Requests to administer medication must be in writing and stating the nature of the illness, the medication required including dosage, when the medicine needs to be given and if it requires refrigeration.
- Medication permission slips are available at the office

Staff are unable to administer Panadol and over-the-counter cough medicines unless written prescription by doctor is produced

RED COMMUNICATION FOLDERS
Every student will be issued with a red communication folder. Please check these daily for receiving and sending notes to and from school.

ROAD SAFETY
Parents are reminded that the drop off zone in front of the school is only to be used for pick up and drop off. The law states that you may not leave the vehicle and can only be parked in the zone for 2 minutes. Please do not use this area as long term parking. Also, when exiting the lower car park, please ensure that you do so in a safe manner. Do not exit straight ahead – you must turn left and use the appropriate exit. Speed limits are enforceable. Please do not walk through the staff car park when picking your child up in the afternoons. This is for the safety of all children.

Smoking on School Grounds
Please be aware that it is against Departmental Policy to smoke anywhere on school grounds. This includes smoking in vehicles in the car park.

SUPERVISION AFTER SCHOOL
Parents are reminded that children left unsupervised on afternoons when there is sports training run the risk of injury if left to play alone. No children are allowed on the play equipment after 4.00 pm.

MUSIC TUITION
If there are any children interested in learning to play a brass or woodwind instrument, guitar, drums or violin at school, could you please contact Mrs Moss in the office as soon as possible so that arrangements for lessons can be made with visiting tutors. These lessons can either be group or private and the cost ranges from $65 to $85 per term. Instruments can be hired and further information can be obtained from the office.

Nicolette Moss
Administration Manager

Clothing Pool Opening Times
Clothing pool opening times are Mondays 9.00—10.00am and Assembly Fridays 2.00-3.00pm.

What’s Cooking in the Canteen
A 2013 Canteen Price List will go home with this Newslink. The prices are effective as of Friday 1st February. Could you please make sure you use the new price list when ordering.
Volunteers this fortnight are:

Friday 1st February Grandie Woods
Monday 4th February Mariko Batho
Friday 8th February

Mariko Batho
Canteen Coordinator
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<td>Clothing Pool 9.00-10.00</td>
<td>Kindergarten Students start Term 1</td>
<td>School Council Meeting 5.00pm</td>
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<td>Clothing Pool 2.00-3.00</td>
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<td>School Swimming Carnival</td>
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<td>Performance Back to the Future 2.00pm</td>
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