Dear Parents and Carers,
Welcome to the 2012 school year. This letter outlines a few of the school and class procedures.

**School starts at 8.55am**
- Please be punctual as school starts at 8.55am. Students line up with their class under the large sheltered area.
- Students who arrive to school late feel out of place and have usually missed out on important learning. This is disruptive to your child’s learning and unsettling for the other children in the class.
- Parents are welcome to join us for Monday morning assemblies at 9.00am, where important announcements and reminders are made.

**Late Pass or Leaving Early**
- If your child arrives to school late, you are required to supply the class teacher with a Late Pass from the office.
- If you wish to pick your child up from school early, for example, if the child has a doctor’s appointment, you must provide the class teacher with an Early Pass (available from office).
- If you arrive later than 3pm to pick your child up from school, you are required to sign the Late Book in the school office. Your child will be sent to the office to wait until your arrival.

**Collecting Children**
- Please do not wait for your children on the verandah unless it is raining. It can be very distracting for the class to have parents and pre-schoolers on the verandah before the bell rings.

**School Uniform**
- Students are required to wear full school uniform to school everyday, including the school hat.

**Hats**
- Our school has a No hat, No play policy. Please make sure your child has a school hat to wear at school every day. Keep the hat inside the child’s bag at all times.

**Children’s Belongings**
- Please ensure that your child’s belongings are clearly marked with their name.
Fruit Break and Lunch

Send only healthy food for morning tea and lunch time. Do not send sweets, lollies, chips, chocolates, or soft drinks with your child.

Please send a piece of fruit or vegetable, muesli bar, healthy sandwich, juice and water in lunch boxes. The children have now settled into the lunch routine and are eating independently. Do not come to school to feed your child.

Lunch Orders

Lunch orders need to be written on a paper bag with your child’s name, class and the correct money placed inside. Orders need to be placed **before 9.30am**, as no lunch orders will be accepted after this time. Morning tea orders are not permitted.

Absences

The children are required to be at school every school day. If your child is absent for any reason, a note explaining the reason for the absence must be presented to the class teacher on the day of returning to school.

Regular bag check

Please check and clean your child’s school bag out everyday after school. Often notes, money and food may be left unattended in bags for several days. Parents may miss out on important details, such as excursion notes. Leaving uneaten food in bags is unhygienic and attracts vermin.

Spare Underwear & Raincoats

- Keep a spare pair of underwear, in a plastic bag in your child’s school bag, in case of emergencies.
- Keep a raincoat with a hood in your child’s school bag with their name on it. Please do not send your child to school with an umbrella if it is wet.

Homework

Homework will commence in Term 1. A sheet will be given each Monday and is to be completed and handed in on Friday. Please ensure the homework is neat and tidy.

Around 30 minutes each night should be spent on homework and is not meant to be stressful.

Use pencil only. No pens or textas allowed. Homework sheets need to be kept in your child’s folder.
**Home Reading**
- Kindergarten will commence Home Reading in Term 1. Your child needs to bring their homework folder to school every Friday.
- Home readers will be sent home along with homework. Both need to be completed and returned in the homework folder on Friday.
- Please listen to your child read each day (10-15 minutes). Please sign the homework to show it has been completed.

**Sight words**
- A weekly sight word list is used in class. Children need to learn their words for homework. Please ensure your child spends 5-10 minutes saying and writing out the words each day without looking.

**Library:**
- Our library session is on **Mondays**. The children will borrow a book and then need to return it the following Monday.
- Each child will need to bring a library bag with their name on it.

**Community Languages**
- Mr Duong will take students for Vietnamese language classes and Mrs Abdullah will take students for Arabic classes. Community Language classes will take place every Wednesday for 1 hour.

**Infants Sport**
- Students must wear their sports uniform (including sport shoes and hat) on Thursday.

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(1.) **1/KS Class Behaviour Plan**
- A copy of the Class Behaviour Plan is included, which sets out class rules, procedures and consequences if these rules are not followed (See next page).
- It also outlines the reward system for students who do follow the class rules.
- Please work through these rules and consequences with your child.

(2.) **1/KS Parent Classroom Helpers**
- Parent classroom helpers are greatly appreciated.

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*Please sign and return both slips to school by next Friday*
If you have concerns or problems regarding any of the details outlined in this letter, or if you wish to discuss your child’s progress at school, please feel free to make an appointment to see me. You may contact the school on (02) 97906158 and we can arrange a time that is convenient.
Thank you for supporting your child’s learning,

**Miss S. Goodman (1/KS Class Teacher)  Mrs F. Bonello (School Principal)**
1/KS Class Behaviour Management Plan

Our Class Rules:
1. Walking feet inside.
2. Everybody helps to pack away.
3. We do the 5L’s.
4. We need to raise our hand if we have something to say.
5. We always keep our hands and feet to ourselves.
6. We always use our best manners and are kind to others.

Rewards:

- Praise
- Stickers
- Stamps

  Name on ‘Happy Face’
  (2 ticks on name while on happy face = sticker on behaviour chart)

  10 stickers on behaviour chart = Special Behaviour Award
  (Bronze, Silver, Gold, Platinum)

Consequences:

1st incident – warning
2nd incident – name on board
3rd incident – cross on name and student removed to ‘sad chair’ at back of room.
4th incident – student removed to another class/pick up papers at recess or lunch.

For severe disruption, violence or extreme rudeness, students are sent directly to Mrs. Hone.

Please sign and return the form below by Week 6 Term 1

Dear Miss Goodman,

I have read and discussed this plan with my child __________________ and they are aware of the consequences of his/her behaviour.

(Parent/Guardian) (Date)
Dear Parents,

We need your help in the areas listed below. Please indicate whether you are available.

Classroom Helpers
- Sharpening pencils, covering books, supporting various groups in the class e.g. Number groups, Measurement, play groups, assisting children with their class work etc.

✓ Yes, I'm available
✓ No, I'm unavailable

Reading Helpers
- Listening to children read

✓ Yes, I'm available
✓ No, I'm unavailable

Days available: (Please circle) Monday / Tuesday / Wednesday / Thursday / Friday

Times available: _____________________________________________________________

Your support is greatly appreciated. Thankyou,

Miss S. Goodman