



WELCOME BACK FOR 2009!

No. 1401

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A Handy Guide to the Administration Side!

05/02/2009

IMPORTANT SCHOOL DIARY DATES

Wed 4 th Feb	Invoices posted home
Mon 9 th Feb	Lunch Orders to be sent to school for Tuesday
Tues 10 th Feb	Lunch Orders resume
Tues 10 th Feb	All registrations for Before & Aftercare due
Thurs 12 th Feb	Lunch Orders to be sent to school for Friday
Thurs 12 th Feb	Kelly Sports Day for Prep to Grade 4 - 9.00 a.m. to 11.00 a.m.
Mon 16 th Feb	Meet the Teachers week
Thurs 19 th Feb	District Swimming
Mon 23 rd Feb	Twilight Picnic & Games - 6.00 p.m. on the Turf
Mon 9 th Mar	Labour Day Public Holiday - No School
Sat 14 th Mar	School Fete - 1.00 to 6.00 p.m.
Mon 30 th Mar	Preps begin full week of school
Fri 3 rd Apr	End of Term 1 - <u>2.30 Dismissal</u>
Fri 10 th Apr	Good Friday
Mon 13 th Apr	Easter Monday
Mon 20 th Apr	Start Term 2
Mon 9 th Jun	Queen's Birthday - No School
Fri 12 th Jun	Student Free Day - Reporting
Fri 26 th Jun	End Term 2 - <u>2:30 Dismissal</u>
Mon 13 th Jul	Start Term 3
Fri 18 th Sept	End Term 3 - <u>2:30 Dismissal</u>
Mon 5 th Oct	Start Term 4
Tue 3 rd Nov	Melbourne Cup Day Holiday - No School
Fri 18 th Dec	End Term 4 - <u>Last school day of 2009</u>

Please Note: There is no public holiday for Anzac Day 2009

Here is some important information for the school year

1. **Newsletter** - The newsletter is sent home with your eldest child *every Thursday* on blue paper. Please ensure you read the newsletter as it is full of information regarding your child and/or the school. This is our way of communicating with you. If your child doesn't hand the newsletter to you, please check in the bottom of their schoolbags. As some parents already know, schoolbags find newsletters and other notes very tasty! The newsletter is also available on our website: www.northcoteps.vic.edu.au

2. **Timetable** - The timetable is based on a two hour/two hour/one hour model. This is as follows:

Sessions 1 and 2	9.00 a.m. to 11.00 a.m.
Recess	11.00 a.m. to 11.30 a.m.
Sessions 3 and 4	11.30 a.m. to 1.30 p.m.
Lunch eating time in the class (Teacher supervised)	1.30 p.m. to 1.40 p.m.
Lunch play	1.40 p.m. to 2.30 p.m.
Session 5	2.30 p.m. to 3.30 p.m.

Students are able to eat healthy snacks (e.g. fruit, carrot and celery sticks etc.) during their learning time if they feel hungry and have their own bottled water on their table.

3. **Change of Information** - If over the holiday period you changed your address, telephone/mobile number or place of work details, **the school needs to know as soon as possible** as we have to have current information available for emergency reasons. Please send current details, with your child's name and LA number to the office. Please also check that your emergency contacts are correct. If your child attends before or after school care, ensure you let them know of any recent changes as well.

Prep parents in particular will need to let the office know in writing of any changes to information regarding themselves and their child.

Please send any changes for the office by **Monday 9th February**. Thanks.

4. **Yard Supervision** - The yard is supervised from 8.45 a.m. to 9.00 a.m., 11.00 a.m. to 11.30 a.m., 1.40 p.m. to 2.30 p.m. and 3.30 p.m. to 3.45 p.m. Children should not be in the yard outside these times. The Before and After School Care Program should be approached about any childcare required. Telephone 9489 0347 after 3.00 p.m. to speak to the Co-ordinator, or leave a message on the answering machine.

5. **Fees - Student Supplies, Cultural Performances, ICT Levy & Voluntary Curriculum Support** - School Council have asked us to inform parents of the costs approximated for 2009 so that parents can plan their budgets accordingly. We have put together this table of approximate expenses for 2009. Please note: The above items need to be paid **by Friday 20th March**. Invoices regarding these payments were posted home yesterday.

At the November 2008 School Council meeting the costs for 2009 were approved as set out on the next page:

Student Supplies (incl Cultural Performances x 4)	\$120.00
Information & Communication Technology Levy	\$100.00
Voluntary Curriculum Support	\$ 30.00
	<u>\$250.00</u> - per child

EMA recipients will need to pay

Student Supplies (incl Cultural Performances x 4)

\$ 42.65

Information & Communication Technology Levy

\$ 50.00

Voluntary Curriculum Support

\$ 30.00

\$122.65 - per child

Payment is required back to your child's class teacher by **Friday 20th March**. Thank you.

All monies and notes need to be paid directly to your child's class Teacher, NOT the office please.

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	When
*Compulsory Books	90	90	90	90	90	90	90	Term 1 one payment
*Cultural Performance	30	30	30	30	30	30	30	Term 1 one payment
ICT Levy	100	100	100	100	100	100	100	Term 1 one payment
Voluntary Contribution	30	30	30	30	30	30	30	Term 1 one payment
Life Education	10	10	10	10	10			Term 1
Camp Grade 3-4				200	200			Term 2
Camp Grade 5-6						280	280	Term 2
Camp Grade 1-2		80	80					Term 3
Sport					45	45	45	Term 1,2 & 4
Tri Skills	25	25	25	25	25	25	25	Term 2
Swimming Junior	80	80	80					Term 4
Swimming 3 - 6				70	70	70	70	Term 3
Italian Day	Approximately \$15.00							Term 4
Excursions	Cost varies: approximately \$15.00 - 20.00							Up to one per term
End of Year excursion MSAC						30	30	Term 4

6. **Lost Clothing and Property** - Is your child/children's clothing labelled? Please check all clothing, hats, lunchboxes, etc. to make sure your child's name is clearly visible. We don't want to have another mountain of lost property like last year's effort!
7. **Late Arrivals/Early Departures/Appointments** - If your child arrives late in the morning, leaves school early, or has an appointment (e.g. doctor, dentist, etc.) a sign in/out book is located outside the office. This books needs to be filled in by the child's parent. In the case of an emergency, these books let us know whether your child has arrived late or left early and is therefore not at school. However, parents will need to provide a note to their child's teacher explaining why their child arrived late, left early or has an appointment to attend. If notes are not supplied by parents an absence letter will be sent home via your child. It will detail the date and time your child was away from school and ask for a reason for their absence.

Please note that if taking your child out for an appointment but returning later to school, there is a separate section of the sign in/out folder (marked appointments).

8. **Sunsmart** - Please remember to ensure your child has a hat, sensible clothing (not sleeveless t-shirts or dresses) and sunscreen for school, particularly during the summer months. There are the "Outside 5" rules. 1. Shade. 2. Sun-protective clothing. 3. Sun-protective hat. 4. Sunglasses. 5. SPF30+ broad spectrum sunscreen. If your child does not have a hat, they will be required to stay in the shade and will miss out on any class sporting activities. Hats are available from the school office from 8.45 to 9.00 a.m. and 3.30 to 3.45 p.m. The cost of the hats is \$7.00 and you will need to bring your child with you for correct sizing.
9. **Dismissal Times** - School dismisses at 3.30 p.m. each day unless otherwise notified. The last day of each term the school is always dismissed earlier. Watch the Newsletter for times.

10. **Term Dates**

1. Wednesday 28th January to Friday 3rd April
2. Monday 20th April to Friday 26th June
3. Monday 13th July to Friday 18th September
4. Monday 5th October to Friday 18th December

Public Holidays

- Monday 8th March
- Monday 8th June
- Tuesday 3rd November

11. **Prep attendance for Term 1** - As Preps are involved in an extensive assessment program, they will not be required to attend school on Wednesdays until 1st April. From then on the Preps will come to school Mondays to Fridays.

12. **Tissues** - As in the past we have asked parents to send along a box of tissues for their child to use in the classroom. This is particularly useful during winter, when colds and sniffles are never-ending and demand is high. Please send a box of tissues with your child to hand to their class teacher.



13. **School Fete** - This fabulous event will be held on Saturday 14th March from 1.00 p.m. - 6.00 p.m. Please check your newsletters for more details.

14. **Asthma Register** - If your child *has* asthma, a School Asthma Management Plan needs to be collected from the office, filled in and returned to the office. This is a *crucial* piece of information needed for Teachers and First Aid Officers to help manage your child's asthma.

15. **Accidents** - "What happens if my child is injured during school activities?" In the event that you child is injured, First Aid is provided by Level 2 First Aid Trained staff & we will make every effort to contact you or other family & friends via the emergency contact numbers that you provide us with & if necessary, call for an ambulance.

16. **School Injuries and Insurance** - parents & guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. The Department of Education and Training does not hold accident insurance for school students. Other insurance cover is available. The Department of Education and Training is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.
17. **Whole School Assembly** - Assemblies are held every Monday morning at 9.00 a.m. in the school hall. At other times whole school assemblies for special events, may be held outside in the yard outside the Library.
18. **Instrumental Music Program** - Wendy's Music has again been invited to organise the private music program for 2009. They offer group and individual lessons in most instruments. To enquire about the program, lesson prices etc, please contact Wendy's Music on **9457 1148** or email schools@wendysmusic.com.au
19. **Education Maintenance Allowance (EMA) 2009** - The EMA payment is made to help you cover the cost associated with educating your children. The total yearly payment is \$210 per child for primary school students, paid in two instalments - \$77.35 1st instalment, \$33.15 2nd instalment - with one half of each instalment being paid directly to you (by cheque through the school) and the other half paid to the school. The eligibility criteria must be met as at the first day of Term 1 (**28th January 2009 which is the first day back for teaching staff**). Please collect an application form & return it to the Office **by Friday 27th February**. **Please bring your eligible concession card with you, as it will need to be photocopied.**

LATE RETURNS CANNOT BE ACCEPTED!

20. If a child has not been picked up by their parents or guardians at the end of the day, please do not take the child home with you but send them to the office. Lyn or Jo in the office will then contact the child's parents to come and collect them. Sometimes younger children forget they have to go to Aftercare. If you are running late (5 to 10 minutes) to pick up your child, ring the office and we will make sure your child is sent to the foyer area until you arrive at school.
21. **Medication** - Non prescription medication cannot be given to children by staff at the school. Prescription medication may be administered at the office, accompanied by a note from either the parents or a doctor. The letter from the parents needs to state the dosage, time of next dose and time of previous dose. Children are not permitted to administer any medications themselves or keep medicine in their possession excluding Ventolin inhalers.
22. **Messages** - If you need to contact a teacher, the office staff will take a message for you and place it in the teacher's pigeonhole. Please understand that teachers may not always be able to get back to you straight away. If the message is extremely urgent please let Lyn or Jo know.

The general office has an answering machine that activates from 11.00 to 11.30 a.m. and between 1.45 and 2.30 p.m. Parents will need to leave a message on the machine which will be checked as soon as the office staff return from recess and lunch. There are also times during the day when the office is unstaffed due to dealing with children in sick bay, on another call, etc. Please make sure you leave a message and we will get back to you as soon as possible.

23. **Lunch Orders** - All preps and new students will have received a menu order form with this guide. See below for “how to order” details.



HOW TO ORDER YOUR LUNCH

Decide what you would like to order from the Lunches to Grow Menu

1. You may already have a menu from last year
2. Photocopy a menu from a friend
3. Print out a menu from our website www.lunchestogrow.com.au/menu
4. The office might have some copies of the menu

Write an order, any of the following ways:

1. On the back of the envelope that you put your money into - use a recycled one
2. On a piece of paper (not too small or it could get lost!)
3. On an order form (please go to the website to print one out) you need to include:

Your FIRST NAME AND SURNAME
Your GRADE
Your ROOM NUMBER and/or YOUR TEACHER'S NAME
each ITEM AND it's COST
the TOTAL COST of your order

Enclose the CORRECT AMOUNT

Bring this to school and give it to your teacher - **FIRST THING** in the morning. It will be collected from your school office in the morning and lunch will be delivered the next day

