

NORMANHURST WEST PUBLIC SCHOOL



NEWSLETTER

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Newsletter No 1/1

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DIARY DATES

Jan 28	Students Begin Term 1
Jan 28 – 3 Feb	Best Start Assessments - Kindergarten
Feb 4	First day for Kindergarten 2009 students
Feb 13	3-6 Tri Skills begins
Feb 17	P & C Meeting
Feb 18	Meet the Teacher evening
Feb 19	Leadership Assembly Scripture begins

Dear Parents & Students,

Welcome back to all our returning families and a big welcome to all our new families for 2009. The holidays were very kind to our beautiful school with no major or minor issues of vandalism. A big reason for this would be our very supportive neighbours who keep an eye on our school. Unfortunately schools not very far away were not so lucky.

To commence the year we have three new or not so new teachers in relieving positions. Mrs Cook will be replacing Miss Milicevic, who is on a 12 months sabbatical, Mrs Smith and Miss Ryan are replacing Miss Shelverton and Miss Jones who are on maternity leave.

As always the newsletter is the first point of knowing what is happening at school. Please ensure that it is read each Thursday. If your child is away on a Thursday the class teacher will have their copy, not the office.

Classes for 2009

The numbers at the end of 2008 indicated that we would have the student numbers to form 16 classes. With the rather confusing start to this school year we are hoping that we will still be able to form 16 classes. All students should be placed in their 2009 classes on Friday. This will only not happen if we are still unsure of final student numbers. Our new kindergarten students are having a staggered entry to school as a result of the Best Start Assessment program. Kindergarten will commence as classes from next Wednesday.

As I wrote at the end of 2008 the placement of students in classes has been done involving all teachers and executive utilising several educational criteria. All students

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have been placed in what has been assessed as their **best learning environment**. I am sure all parents will support each placement.

Meet the teacher night

Once the teachers have had a few weeks to get to know their class and to develop and implement their classroom practices and procedures all parents will be invited to school for a meeting with their children's teachers. The purpose of this meeting is to put a teacher's name to a face, find out their classroom location and to get a general understanding of the expectations, procedures and an overview of the grade they are in this year. The meeting is not a forum about individual students, if you do have questions or concerns regarding your child a separate appointment to see the teacher will need to be made. The exact time and date of this meeting will be in next week's newsletter.

Class Coordinators

One job that needs to be done at the meet the teacher night is to identify a parent who will become the Class Coordinator for the year. Below is an outline of the position.

CLASS CO-ORDINATORS:

Rationale:

The purpose of a Class Co-ordinator (C.C.) is to provide a link between teachers and parents for class related general information and activities. It is also to support the Parents and Citizens Association (P&C) within the school by organising assistance from class parents for P&C fundraising activities.

Tasks of Class Co-ordinator:

1. Compile a class list of names, addresses and phone numbers (for distribution only as a contact list, and with each parent's permission). This cannot be done through the school office. Nor is it the class teacher's responsibility to help compile the list.
2. Organise parent social functions (with the class) e.g. maybe one per term. These functions enable parents to meet each other and can be particularly beneficial to new parents. Teachers can be invited but they are totally social occasions.
3. If required by teachers – liaise with the teacher in encouraging parents to help with reading, craft groups, sport etc. And assist with excursions if needed. Obviously teachers may require more/less assistance with the above depending on the grade they teach.
4. To be contact person for the P&C* when organizing school and social events e.g. Family Fun Day (this does not mean that class parents do all the work themselves – but share it out to all available parents of class.)
5. Equal weighting is to be assigned to all points above.

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**The CC's are not intended to conflict with any existing school or P&C committees or sub-committees. They are mainly a social contact for parents, as well as providing any assistance that they can give to teachers, without making any demands on the teacher's time.*

The role is NOT:

To act as focus for issues / problems associated with the students, class or school – direct these issues and / or people to the class teacher, school executive or principal.

Election of the Class Co Ordinator:

The election and /or nomination of a C C will be held during the “*Meet the Teacher*” meetings early in Term 1. If more than one parent is interested in the position then there is the option to share the position either jointly or a semester each. A parent is only allowed to be a class parent for one class per year. This is to ensure the maximum amount of parents have to opportunity to experience the position.*

**If the only applicant for the position is a parent who is already a class parent for another class they make take on the role.*

Communication and Liaison.

All communications between the C C and the class community as a courtesy should be shown to the class teacher.

It is expected that the C C and the class teacher liaise closely and help develop a cohesive and friendly relationship between the school and home.

The Principal and Staff of Normanhurst West Public School greatly value the support given to the school by the parents and community.

If you would like to take on the role of a class coordinator please ensure you are present, or have indicated your willingness to stand for the position by the meeting.

Riding a Bike to School.

A note must be written and sent to the office giving permission for a student to ride a bicycle to school. Please ensure that both your child and yourself have read and understand our bike policy. Please have the notes to the office by the end of week three.

Normanhurst West Public School Bicycle Policy

1. The Department of Education and Training and NSW Roads and Traffic Authority recommends that children under 10 years of age **DO NOT** ride bicycles to or from school unless accompanied by an adult.

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2. Children must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
3. All RTA road rules concerning bicycles are to be followed. This includes the pedestrians' right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
4. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell.
5. Children are to dismount before entering the school grounds and walk their bicycles whilst on site.
6. Bicycles are to be stored in the bike rack adjacent to the teachers' car park.
7. . Bicycles **must be locked with a chain and padlock** supplied by the bicycle owner.
8. Bicycles and helmets are brought and stored on site at the owner's risk.
9. Parents will be notified if children do not adhere to the School's Bicycle Policy. Students may be refused entry with their bicycles to the school grounds.
10. No riding of bicycles, scooters, rollerblades or skateboards is permitted in school grounds after hours.

Term Invoices

Term invoices as well as information regarding voluntary contributions, textbooks and school levies will be sent out as a separate note within the next few weeks. If you have any questions or concerns relating to the payment of any school request please contact me immediately.

If you are experiencing financial difficulties the school is given funding from the region to help. This funding is called Student Assistance. To access this funding please make an appointment to see me to discuss and complete the necessary form.

Brent Kunkler
Principal

ABSENCES FROM SCHOOL – A REMINDER

It is a requirement that each absence from school be followed up with a letter of explanation from home within one week of the student returning to school. If an explanation letter is not received, a 'Compulsory School Attendance' letter will be forwarded home as a reminder. Please ensure that all student absences are explained.

The school day begins at 8:55am. If a student is late, they must report to the office for a 'late slip' before proceeding to class. Ideally, the parent should accompany the late child and sign them in. If the parent has not signed the child in late, a letter will be forwarded home asking for an explanation for the late arrival.

If your child is to leave school early, please come to the office before proceeding to the classroom to collect your child. You will be issued with a 'leave slip' which you must give to the teacher before the child will be released.

CHANGES TO CONTACT DETAILS

In this newsletter you will find a proforma for change of details. If you have changed any contact details, including your emergency contacts, work phone numbers or mobile phone numbers, please complete this form immediately and return it to the office so your details can be updated.

Sue Shears
School Administrative Manager



BAND NEWS

Welcome Back to all - and a warm welcome to our new families joining the band program this year.

Concert Band 2009

We will have a very large band this year so in order for Mr Hampton, our conductor, to listen to each student (approx 2 minutes each - don't stress!) we will be starting rehearsals over a 2 week period.

Week 1 - Thursday 29th January - members from Concert Band 2008.

Week 2 - Thursday 5th February - members from Training Band 2008 (CB 2008 have a sleep in)

Week 3 - Thursday 12th February - all members of Concert Band 2009

Training Band 2009 Week 2 - Tutorials will hopefully start at school. You will be contacted about which day and when your child will have their lesson with their tutor.

- **Week 3** – Band rehearsals for you will start on Wednesday 11th February at 7.30am in the school hall. The first few weeks these rehearsals will be **WITHOUT** your instruments. This is an earlier start than past years but Mrs Nelson your conductor would like some time with you to work on rhythm and other things before you start bringing your instruments to rehearsals.
- **PARENTS** - we will need a Training Band Coordinator. See details below. Your band will not function without someone in this role so don't be shy!

Hired Instruments All Concert Band 2009 children hiring instruments should have picked up their instrument from the hall this morning. If for some reason you didn't get the email, please contact Margot Treloar.

- Training Band 2009 children hiring instruments will receive a phone call. It is quite possible we will give you your instrument at your first group lesson next week. Stay tuned.

Committee Positions 2009 We will have a few vacancies on our committee this year. Our AGM will be held on Thursday 12th February at 7.45pm in OOSH room. We need the following positions filled:

- **Convenor** - Facilitate running of band program through liaising with parents, conductors and school staff liaison. Contact Sue Corish on 9484 9514 or at suecorish@optusnet.com.au for more information.
- **Tutorial Coordinator** – Organise group tutorials for incoming Training Band, organise tutors for Band Camp and Workshops. Contact Stephanie Morrison on 9875 4890 or at mrsfloppsy@unwired.com.au for more information.
- **Training Band Coordinator** - open up hall and organise set up of chairs and music stands each Wednesday morning, assist conductor during rehearsals, organise pack up and lock up hall after rehearsals, attend committee meetings once a term, liaise with TB parents.

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Contact Linda Stenning on 9481 0858 or at lstenning@bigpond.com for more information.

- **Events Coordinator** - organise food & drinks for events during the year eg Workshops, fundraiser BBQ. Contact Lynne Wainwright on 9482 3662 or at bluntwright@optusnet.com.au for more information.

