





## Welcome to 2K 2023

Dear Parent and Caregivers,

Welcome to the 2023 school year!

Your child is in class 2K, with their Classroom Teacher being Mrs Kelly

	
<p><b>Mrs Michaela Kelly</b> 2K Classroom Teacher</p>	<p><b>Ms Samantha McDowell</b> Year Two Assistant Principal</p>

Your child's classroom is located in DEM 9. The Year Two Classroom Teaching team is 2H (Mr Howe), 2O (Miss O'Callaghan), 2S (Mrs Santleben Mon/Tues/Wed/Thurs and Mr Booth Fri), 2K (Mrs Kelly), Dianne Gill and Mr Booth will be the RFF Teachers for the Year Two classes. Ms McDowell is the Year Two Supervisor and Assistant Principal-Instructional Leader.

We have had a very busy start to the year settling into our new classroom. We look forward to working with your child.

*The following information is a guide to help you and your child adjust quickly to school life in Year Two:*

### Classroom Supplies:

Students are asked to equip themselves with the following: a small sized pencil case with textas, a black thin sharpie for use in Visual Arts, a few 2B lead pencils and a library bag. A separate note about Resource Packs has been sent out online via SchoolBytes. Parents/Caregivers may download and print directly from our school website: <https://glendore-p.schools.nsw.gov.au/about-our-school/activity-notes.html>

It would also be greatly appreciated if students could supply the following for their own personal usage:

- Small box of tissues (these will need to be renewed over the term)
- a paint shirt that is reasonably protective (thicker cloth or silicon/vinyl ones seem to be more robust)

### Special Days to Remember:

- Our School Newsletter: The Glendore Grapevine - is normally sent out electronically every second Friday via email and is also linked to on Facebook. They are also available on the school's website.
- You may use this link to directly access the current and all archival/special edition issues: <https://glendore-p.schools.nsw.gov.au/newsletter.html>
- Student Assemblies K-6: Due to the significant construction works and COVID-safe settings, these will occur twice a term.
- Year K-2 Sport: Sports in Schools will run on a Tuesday in Term 2. However, payment needs to be made early this term. The cost of the program is \$25 per student. Please refer to the online SchoolBytes

permission note and payment link. Please ensure your child wears their sport uniform on this day and appropriate footwear. They should bring an extra water bottle, school hat and apply sunscreen before school.

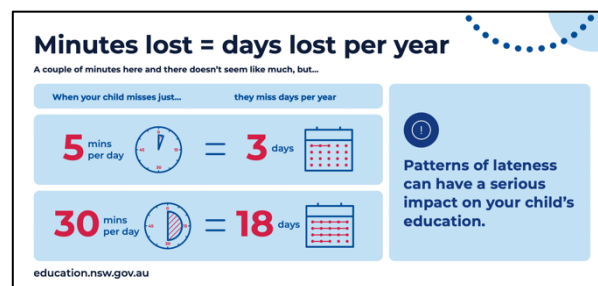
- Home Reading: Stage One students will be able to borrow two levelled readers to take home and return once per week. Home Reading will commence in Week 6. Home Reading will not commence for Kindergarten until Term 2. In Term 1, Kindergarten will be participating in P.A.I.R. A permission note will be sent out via SchoolBytes.
- P.A.I.R Parent Assisted Immersive Reading: Participating students will be given P.A.I.R Read Aloud books to take home each week. All students are required to return their P.A.I.R books every Friday. Teachers will change the books and students will be given a new book each Monday. A permission note will be sent out via SchoolBytes. This Program is for Kindergarten and Year 1 students.
- Numeracy at Home Games: The Numeracy at Home Games program needs volunteers to run. Once our volunteer timetable is finalised, a permission note will be sent out via SchoolBytes. Participating students will be given a Numeracy Game to take home each week.
- (SRE) and Ethics (SEE): will be offered every Tuesday. Student SRE/SEE selection should be made on your child's General Permission Note via SchoolBytes.
- Library access and borrowing will be modified this semester, due to the significant building works continuing. We will advise more when we have the final scope for construction.
- Scholastic Book Club: Order forms for book club are sent home twice-termly. All profits are returned to the school and are used directly to supply new library books and book prizes for celebration assemblies. Thank you to our parent/caregiver volunteers, who volunteer their time each week.

### Arrival at School:

Morning supervision commences from 8.15am. If your child requires supervision before this time, please enrol them in our onsite OOSH.

Learning commences at 8.45am. Please ensure that your child arrives at school on time for our lessons to begin in rooms at 8:45am. Students will work directly through until 2:45pm, except for Kindergarten in the first few weeks of Term One.

There are two bells in the morning, one at 8:40am for students to move to the Morning Lines areas and one at 8:45am, when students should be commencing their lessons inside rooms. Late arrivals and early departures are recorded as partial absences. Sentral Parent Portal messages and emails will be sent for late arrivals and absences. This is part of our strategy to ensure all students are safe at all times. Absences are included on reports. Attendance is a Callaghan Education Pathways Strategy.



### Student Absences:

Parents of children who are well and able to attend school, must ensure their child attends school every day. Regular attendance at school is essential to assist students to maximise their potential.

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral.



Parents must provide an explanation for absences to the school within 7 days from the first day of any period of absence. Where an explanation has not been received within the 7-day time frame, the absence will be recorded as unjustified on the student's schooling record. A Doctor's Certificate is recommended for absences of 3 or more days.

Parents/Caregivers can explain their child's absences on Sentral Parent Portal. This can be completed in advance of an absence, on the day of absence or within 7 days from the absence.

Parents and caregivers will receive a Sentral Portal notification and email to their mobile device requesting an explanation for each day/morning that a student is absent from school. Parents are encouraged to add any future absence dates in the Parent Portal, before the date of absence.

If your child will be away on holidays during school time, please advise the class teacher and school office. You will need to complete an application for student leave during a school term and for it to be endorsed by our School Principal.

### **Home-School Connections:**

- Homework: Each Monday, students will receive a list of words to learn to spell. It is important students read daily and are encouraged to participate in the Premier's Reading Challenge at home. Students will receive a Reading Eggs and Mathseeds log in and password, for both use at school and home. We ask that your child uses the plastic slimline document pouch, also included in the \$75 Resource Pack, to transport weekly homework and notes to and from school. Homework should be returned each Friday morning.
- Additional Tasks: Throughout the year, students will have a variety of tasks to complete daily or weekly. Some tasks requiring more time, e.g., design tasks, experiments, research tasks and class presentations will be due on a clearly specified date. If a student is absent due to illness, sport, personal leave or school representation at any time, it remains their responsibility to complete the weekly tasks.
- Premier's Reading Challenge (PRC): We are again supporting the Premier's Reading Challenge in 2023. We encourage all students to complete this challenge at home. The school co-ordinator is Mrs Gill (Librarian). For further information about the PRC, please visit: <https://online.det.nsw.edu.au/prc/home.html>.
- Maintaining Balance: We appreciate that family commitments also need to be met. It is your child's responsibility to organise their time to complete the class tasks and submit them by the due date. If your child is having difficulty with any tasks or is unable to complete the task on the due date, please feel free to reach out to your child's classroom teacher via our school office. You will be able to negotiate successful strategies to minimise any stress being felt at home regarding tasks. This is an important system to develop before the secondary years.

### **Learning in Stage One Classrooms:**

Our classrooms are busy and productive places. We develop a sense of worth and belonging by encouraging positive social skills, challenging our academic skills and knowledge, and developing quiet and cooperative work habits. Stage One units of work are outlined in our 'Learning Journey' note. This will be sent home in Week 3.

### **The Get Happier Project:**

The Get Happier Project is a Positive Psychology of Mental Health, High Performance, & Wellbeing. The program is much more than a Social and Emotional Learning program. It provides a practical and visual framework to build mental health and happiness creating a positive and relational school culture.

#### Our students will learn to:

- Understand themselves and others better
- Make and keep better relationships
- Increase emotional intelligence
- Improve self-esteem, mental health and resilience
- Solve problems in a non-violent manner
- Become more peaceful and fulfilled, and create their own inspired life

The Open Roads: teach the affirmations for a positive mind-set and a happier life. They encourage and reinforce the use of these 7 powerful habits:

- Accepting
- Negotiating
- Listening
- Encouraging
- Respecting
- Supporting
- Trusting



### **Crunch and Sip/Sun Safety:**

We have 'Crunch and Sip' (Fruit Break) each day. Students are encouraged to bring any type of fresh fruit or vegetables as well as a water bottle daily. This is an essential part of keeping our school as a happy, safe and healthy school.



To reinforce our school Sunsafe Policy, the students will be expected to wear their school hat every day. These are available to purchase online via Flexi-Schools.

During the Summer months, we encourage students to apply mosquito repellent before attending school. Students can bring a roll-on repellent and keep in their bags. Aerosol cans are not allowed onsite.

### **Notes and Money:**

All permission notes will be emailed via SchoolBytes. Please complete and sign the online consent and push the payment button (if applicable), which will take you to an online payment page. Please ensure that payment is made at the same time as giving consent.

Please be aware that online payments made after 6pm are not released from the bank for two business days so there will be a delay in processing.

It is important that consent is given and payment made by the closing date stated on the note. The online link will be automatically removed then and we are unable to accept payments after this date. This will usually be approximately two weeks before the activity/event. This is because the school needs to provide final numbers to other providers including transportation, seat bookings, meals etc. and also the school requires adequate time for WHS, risk management and safety planning.

Please contact the school if you are experiencing financial difficulties.

### ***Notes emailed home in Week Two of Term One, 2023: (Separate emails are sent for each child)***

- K-6 General Permission note
- K-6 Sports in Schools
- K-6 Resource Pack
- K-6 Term One Incursion Shows (World of Maths and Social Skills)
- Year 3-6 BYOD

### **Medication:**

All medication must be left at the office. Parents are required to collect and complete the medication consent and schedules from the Main Office. For safety reasons, no medication should be left in children's bags. Trained Office Staff administer medication. Teachers cannot administer medication. Any information regarding medical conditions and allergies must be provided to the school and kept updated.

### **NSW Health Department Advice – Infectious Diseases:**

- Please visit this website for up-to-date advice regarding infectious diseases of childhood and recommendations for medical treatment/absence lengths and also for individual fact sheets from A-Z:
- <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>
- [https://www.health.nsw.gov.au/Infectious/factsheets/Factsheets/infectious\\_childhood.PDF](https://www.health.nsw.gov.au/Infectious/factsheets/Factsheets/infectious_childhood.PDF)
- <https://www.health.nsw.gov.au/Infectious/covid-19/pages/default.aspx>

### **Lost Property:**

Clearly labelled lost property will be returned to your child. Staff will try to send all belongings home with the children, but this is not always possible. Encourage your child to be responsible for their belongings. If lost property is not labelled with a name, it will be sent to the lost property box outside the office. Children can check this in breaks and before/after school. It assists to re-label clothing after washing or label it in multiple locations.

### **Lunch Orders via Fantastic Feasts:**

Lunch orders should be placed online via FlexiSchools canteen before 8am - <https://www.flexischools.com.au/>  
We are hopeful we get enough canteen volunteers this year to resume over-the-counter sales. Please contact the school if you are able to volunteer your time in our canteen.

### **Parent/Caregiver-Teacher Communication:**

We always aim for positive communication with our Parents and Caregivers at Glendore. This includes the need for confidential calls or meetings with Parents/Caregivers to support students. Teachers are unable to have interviews or discussions during lesson times, school meetings, supervisory duties and lesson preparation times before and after school. To best arrange a meeting, please contact the office and the relevant teacher will come back to you. It is a good idea to indicate the purpose of the meeting when making the appointment, e.g. your child's learning, progress, behaviour. This allows staff to gather any necessary information beforehand. Pre-arranging an interview allows for a purposeful discussion and time to give our full attention to your concerns.

### **Road Safety around Glendore Public School:**

Please encourage your child to use the footpaths and school gates to enter and leave the school. OOSH parking is not permitted. The school's car parks are an unsafe area for pedestrians. It is reserved for staff only parking at all times. Please park in the surrounding streets, being mindful of the parking restrictions as fines do occur. Most of Garawon Place is a no stopping zone. Fines have occurred in this street for parking on the grass opposite the school. Please only use this street when using pick up and drop off.

### **Drop-Off/Pick-Up Zone:**

Our school offers a Drop-Off/Pick-Up Zone in Garawon Place. We encourage users of this zone to clearly display the surname of the child/ren they are picking up on their dashboard. Please display family cards on the dashboard on the passenger's side of the car. This will allow for a quick and safe collection of students. Please email or call the Office if your card needs replacement or changing.

If you are using the Drop-Off/Pick-Up Zone in Garawon Place, please follow the following advice:

1. Only the first six cars closest to the staff driveway will have their students delivered to their car by staff.
2. The first six cars need to drive away together (like a train).  
Cars must not swerve in/out of the traffic, as this causes safety risks to staff and students.
3. The next six cars will then be directed to move to the Pick-Up Zone.
4. The process repeats and continues, generally only taking 10-15 minutes each afternoon.

### **Finishing Time and OOSH Service**

Our school day finishes at 2:45pm. Any remaining students will be supervised in their afternoon duty areas until 3pm. After 3:00pm, students will be taken back to our office, where you will be required to sign your child out. This system allows children to wait in a safe place if you are delayed. We are fortunate to offer 'After School Excellence' OSHC (Out of School Hours Care) service at our school. Please contact OSHC directly with enquiries. For bookings & enrolments contact 0431 665 538 or email [info@afterschoolexcellence.com.au](mailto:info@afterschoolexcellence.com.au). The OSHC Service can cater for up to 160 students if enough parents/caregivers make permanent, year-long bookings. That



will allow the service to increase its staffing to meet that 160 demand. The Glendore OSHC service runs from 6:30-8:30am & 3:00-6:00pm daily, and as vacation care in holidays. For further information, please visit [www.afterschoolexcellence.com.au](http://www.afterschoolexcellence.com.au)

### Parent-Caregiver Helpers:

Further information about Parent Helpers will be available during Term One. Parents who volunteer must provide a Working with Children Check-Declaration for Volunteers (available from the Office) and complete a 100-point, identification check. This approval to volunteer at GPS lasts 12 months and must be updated each year.

### COVID-like Symptoms:

- Staff and students experiencing COVID-like symptoms must do a RAT test and stay at home until acute symptoms have resolved.
- For the most up to date information, please refer to [NSW Health Advice](#).
- Students who are unwell at school will be sent to sick bay for collection by Parents/Caregivers. Students are required to stay home and can return to school when symptom free.
- Confirmed cases of COVID must be reported to the School Principal and to NSW Health via the Services app.

### Communication Forms:

- **Please make sure that all contact details are kept up to date.** Please contact the office by phone or email with any new details. Please be aware that we will try to contact you first, however, emergency contacts can collect the student if they are unwell. Please also update the school with any changes to custody.
- *Sentral Parent Portal:* We encourage all families to use the portal as the school uses this platform to message parents. Messages can be either school or individual messages. Please leave notifications on. Please contact School Administration to access your Family/Student Keys. This year we will be sending home absence notifications using this platform only.
- *Facebook:* Parents/Caregivers are encouraged to Like and Follow our Facebook page to receive school updates and enjoy the wonderful programs Glendore offers. You may access this page at: [www.facebook.com/GlendorePSofficial/](http://www.facebook.com/GlendorePSofficial/) Any information provided here is generally repeated and will link to or from our website and our SMORE Newsletters. FB also serves as a reminder's platform. However, the School Facebook Messenger Facility is not a monitored platform and should not be used to contact the school. Additionally, whilst the ability to make a comment or like posts on our FB page is available, it is not for inappropriate nor personal commentary to be made. Such posts will be deleted and may lead to the user being blocked from the page.
- *Email:* Notes and important school updates are sent to the email address that is on record for your child. Please ensure that you keep your electronic (phone/email) and physical (Address) contact details up to date by reaching out to our Administration Team.
- *Administration Team:* This team is led by Mrs Annette Deegenars (School Administration Manager) and Mrs Joy Lord (Business Manager). Mrs Jo Bolton, Mrs Karen Bourke, Mrs Karen Dedman and Mrs Rachael Mason are our School Administration Officers in the School Administration Team. They can be reached via [glendore-p.school@det.nsw.edu.au](mailto:glendore-p.school@det.nsw.edu.au) or via 4955 6644.
- *Order of School Contact:* In all cases, please reach out to your child's classroom teacher in the first instance via a phone call or email to the school office. Should you have any further matters that require additional support, you may also then wish to access your relevant Assistant Principal, in this case, Ms McDowell. Your child or set of circumstances may also require additional support. In this case, Ms McDowell or yourself may involve the Learning Support Team (School Psychologist – Mr Marcus Geale, School Interventions, EAL/D, NAP, LaST teachers). This is usually in consultation with the Deputy Principal, Miss Erin Lewis and/or the School Principal, Mrs Simone White.

We look forward to meeting you on Wednesday 15<sup>th</sup> February at our Parent-Caregiver/Teacher 'Meet and Greet afternoon'. More information will be sent home over the coming weeks. Our formal Parent-Caregiver/Teacher Interviews will be held later this term.

If you have any enquiries now or in the future, please do not hesitate to contact staff as outlined above. We are all very excited to be teaching and supporting your child, alongside you throughout the year.

Yours in education,

Mrs Michaela Kelly 2K Classroom Teacher	Ms McDowell Assistant Principal	Miss Erin Lewis Deputy Principal (Rel.)	Mrs Simone White Principal (Acting)
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