Term 1 Week 1 ~ Thursday 28 January 2016

Website: blakebrook-p.schools.nsw.edu.au  Email: blakebrook-p.school@det.nsw.edu.au
The Bulletin is sent via email to parent/carer email addresses on file, as well as published on our website. Paper copies are available on request

Diary dates:

**Week 1**

- Thu 28/1 Students Y1-6 return to school
- Fri 30/1 PLAN Assessments for Kinder – Day 1

**Week 2**

- Mon 1/2 PLAN Assessments for Kinder – Day 2
- Tue 2/2 2016 Kinder students first day
- Wed 3/2 **Deadline for Swimming Carnival note**
- Thu 4/2
- Fri 5/2 Terania District Swimming Carnival at Lismore Pool for all students turning 8 years & older this year

**Week 3**

- Mon 8/2
- Tue 9/2 Scripture & Ethics lessons commence 11.00-11.30am for the year
  - K-1 Parent/Teacher Info session 3.45pm
  - 4-5 Parent/Teacher Info session 3.45pm
- Wed 10/2 2-3 Parent/Teacher Info session 3.45pm
- Thu 11/2 5-6 Parent/Teacher Info session 3.45pm
- Fri 12/2 Captains Induction Assembly 2:45 for a 2:50pm start ~ followed by normal assembly. All parents and carers welcome

**Upcoming events**

- Tue 16/2 First P&C meeting for year 5.30pm in school Library
- Fri 26/2 Clean Up Australia school event
- Fri 4/3 P&C Welcome Disco
- Thu 17/3 St Patrick’s Day Blakebrook Blarney – Public Speaking
- Thu 24/3 School Photos

**Terania District Swimming Carnival**

The Terania District Swimming carnival is on Friday week, 5th February, at Lismore Pool. Students 8yrs & older this year are eligible to participate (those born 2003 – 2008). Terania District comprises seven local schools: Blakebrook, Caniaba, Coffee Camp, Goolmangar, Jiggi, Larnook and Nimbin.

A permission note has been sent home today (yellow paper) and is due back to school by next Wednesday 3rd February.

**Welcome**

Welcome back to another school year. It’s good to see all students back looking refreshed and ready for the exciting challenges ahead. Welcome to our new Blakebrook PS families. We know you will have an enjoyable and rewarding time at our school. Kindergarten students commence next Tuesday.

**Parent/Teacher information sessions**

During week 3, Parents will have the opportunity to meet with teachers to find out about their child’s class for the year.

I encourage you to come along and visit the school.

- K-1 Mrs Tate  Tuesday 9th February at 3.45pm
- Y4-5 Mr Duroux  Tuesday 9th February at 3.45pm
- Y2-3 Mrs Skorjenko  Wednesday 10th February at 3.45pm
- Y5-6 Mrs Stevens  Thursday 11th February at 3.45pm

**2016 Captains Induction**

On Friday 12 February our school will induct the 2015 Blakebrook Public School Captains at our afternoon assembly. Please arrive at 2:45pm for a 2:50pm start. Badges will be presented at this assembly. School Captains are Indi and Yogi.

The Bulletin is published each Thursday and uploaded to our school website: blakebrook-p.schools.nsw.edu.au
It’s also emailed to all families that have supplied us with an email address. Please email the school to have your email address added/updated: blakebrook-p.school@det.nsw.edu.au

Permission and information notes from the office are always sent home on paper, as well as being uploaded to the school website and emailed.
**ADMIN OFFICE ROUTINES**

**Office hours**

Admin Office hours are 8:30am to 3:30pm however there may be instances within this time frame when the Office may be unattended. If you call and there is no reply please try again later. Please aim to make payments first thing in the morning. The collection box is taken 'morning muster' every day.

The Admin Office of the school is a very busy place.
The School Admin Manager (SAM): Wendy manages the school office; is responsible for the financial management of the school; performs banking & procurement; stocktakes, orders and accessions resources; manages & processes casual wages; monitors & records staff leave; monitors work output & control; manages phone calls, faxes, emails, face to face enquiries; produces the weekly Bulletin; produces & processes permission notes for events; enrolls students; assists teachers; is a liaison between parents, staff & the public; voluntarily applies first aid to students; and many other duties not covered in the job description.

Blakebrook PS qualifies for 1 SAO day per week in which 3 hours is allocated to the Admin Office and 3 hours to the Library. Linda works each Thursday.

Every day the Admin Office is faced with a huge workload so to minimise interruptions for office staff please send in notes including permission, absences and bus messages, payments etc with your child which will get collected at 'morning muster'. We have a special collection box for this purpose.

**Student Absences**

If your child is absent from school for any period of time, a written explanation is required by law. You can advise the school by phone of the absence, and the SAM or SAO will record the absence on a register. All absence notes are then forwarded to the classroom teacher for the official roll.

**Update contact details**

The school may need to contact parents for various reasons during the course of a school day. It is vital that contact details and emergency contact details are correct. Anytime your address, phone numbers etc change, please advise the school in writing straight away, and we will adjust our records accordingly. An email is also acceptable.

**Routine for early collection of students or late arrival of students**

If you need to collect your child/ren early from school then the school needs to be notified in writing. Notes should be handed to the relevant class teacher in the morning. An early pick up or late arrival needs to be marked in the official school roll by the teacher.

Early pick up (or late drop off) parents/carers are also required to fill in the "Late arrivals / Early leavers" form, located on the front bench in the office foyer.

**'Going Home' Travel Arrangements**

The bulk of our students catch a bus home, however there are a number of students that are picked by parents/carers by car. Children will be sent home on their regular bus unless we hear otherwise.

We have a 'Bus Book' for the occasional altered travel arrangements. The bus book is read out at afternoon muster. Parents/carers should send a written note in to school to be placed in the collection box at morning muster, or can phone the school before 2.30pm to get a message in the book. Emails are acceptable, however unless you receive a confirmation reply email do not assume that we've received the email.

Parents need to be aware that the subsidised bus travel is only valid between home and school.

If there is a shared custody arrangement then both parents need to complete a Statutory Declaration and a Bus Travel Form to be considered eligible to travel between two different homes.

**Bus Application Forms**

Every child moving into Year 3 is required to re-apply for subsidised bus travel by filling in a new application as they are moving from Infants to Primary (Students in Kinder, Years 7 and 11 are also required to re-apply). If you change address, or family situation, you will also need to complete a new application. Please return completed Bus Application forms to school, for verification. We then forward the forms to the bus companies.

**Medication & Health Care Conditions at School**

Under NSWDEC mandatory reforms parents/carers MUST complete the “Request for support at school of a student’s health condition” forms if a student requires prescription medication to be administered at school by staff. All pages need to be filled in PRIOR to the medication arriving at school.

There are 4 sections that are required to be filled out: [1] Student details [2] Request for administering prescribed medication to student (including notification of method the medicine will be transported) [3] Request for other support [4] Parent contact details

Please note NO Out-Of-Date medication is allowed to be administered

If all paperwork is not filled out then staff are not legally allowed to administer the medication.

All medication is to be CLEARLY marked with child’s name and in original packaging.
Parents/carers may decide to come to school & administer the medication - if doing so the class teacher needs to be informed as part of our WHS requirements.
The Medication form is available on our website to download at any time – paper copies are located in the Office Foyer.

Uniforms
Parents are reminded and encouraged to ensure their child/ren is in the correct school uniform each day. It gives the students, staff and community a sense of pride and the students also look quite smart when all together. It lets the wider community know that our school is a great place to go. Our school uniform consists of a yellow polo shirt and navy blue shorts/skorts. A navy hoodie and navy trackpants / trousers are suitable for the cooler weather.
A navy broad-brimmed hat and covered shoes is a must. Shoes can be leather school shoes or runners/trainers/joggers, preferably not slip-on canvas shoes. The printed logo polo shirts and hoodies are available for purchase by ordering from the P&C as are the navy hats and library bags (subject to availability).
Uniform order forms are available from the front counter of the office. Please understand that the P&C handles uniforms, not the Admin staff.

Hats and Water bottles
Students are reminded to bring and wear a broad brimmed hat every day. Students should also bring a water bottle each day which can be refilled at school.

Staffing
Mr Allan Duroux - Teaching Principal and 4-5 classroom teacher
Mrs Louise Tate – K-1 classroom teacher
Mrs Lois Skorjenko – 2-3 classroom teacher
Mrs Marion Stevens – 5-6 classroom teacher
Mrs McInnes - Teacher Librarian, LOTE and RFF Teacher for 2 days per week [Thursday + Friday]
Mrs Perren – Learning & Support, Principal’s Relief etc for 3 days per week [Tuesday – Thursday]
Wendy Vanke - School Administrative Manager (SAM) full time [Monday – Friday]
Linda Hampstead - School Administrative Officer (SAO) for 1 day per week [Thursday]
Tom Hayes - General Assistant (GA) for 3 days per fortnight [every Thursday + every 2nd Friday]

Library Book Borrowing
Students require a bag to borrow books (this can be a specially purchased, homemade bag or simply a plastic shopping bag). Library days are Wednesdays for 5-6 and K-1; & Thursdays for 2-3 and 4-5.

Book Coverers Wanted
The school purchases many books, and we have a backlog that requires covering. If you are able to assist with this please see Linda on a Thursday.

COMMUNITY NEWS
Family Support Network - Term 1
Parenting groups
Bookings essential for all parenting groups.
Please phone 6621 2489 to book a place.
Includes Morning tea. Phone Gingerbread House to book your childcare on 6622 1130.

123 Magic Parenting Group with Gudrun
123 Magic & Emotion Coaching is a three session parenting course, designed to provide parents and carers with skills to deal with difficult behaviour.
Also introduces parents to the emotional development of their children and provides strategies to strengthen relationships and make parenting as enjoyable as possible.

For parents/carers of children 2-12 years.
At 143 Laurel Avenue, Lismore 10am - 12:30pm.
On Thursdays February 18, 25 and 3 March.

Triple P Parenting group with Gudrun
Triple P stands for Positive Parenting Program, and is a system of easy to implement, proven parenting solutions that help solve current parenting problems and prevent future problems before they arise by understanding what works for each child.

For parents/carers of children 2-12 years.
At 143 Laurel Avenue, Lismore from 10am to 12:30pm on Tuesdays February 16, 23, March 1, 8 and 15.
Blakebrook PS is:

- Listening to instructions
- Letting others play
- Sitting quietly
- Taking turns
- Putting bags in lines