28 January, 2016

Dear Parents,

Welcome to the 2016 school year, with a very special welcome to new students and their families. What an exciting day it has been for all students, meeting school friends and sharing their holiday activities. It was a pleasure to watch the excitement on their faces as they settled into class.

A number of projects were undertaken during the school holidays and I hope you noticed them as you dropped your child/ren at school: new front and side entrance doors; a variety of outside game markings including snakes and ladders, a chess board, four square courts, bat tennis, hopscotch and senior playground equipment which is near completion. We are still awaiting the new flexible wall in Zone 1 to be installed and have been assured that it will be finished by next week thus enabling the Year ¾ teachers and students additional classroom space.

I welcome the following teachers to our 2016 teaching staff: Thea Godfrey, Elizabeth Ogilivy and Nancy Robottom who is returning from family leave.

SCHOOL ASSEMBLY
Our school assemblies are held each Friday in the Stadium commencing at 9.00am. Our first school assembly for 2016 is on Friday, 5 February. Parents are most welcome to attend our assemblies but we do ask that toddlers do not run around the stadium as it distracts and interrupts the student leaders. Please leave prams in the foyer and support us as we teach the students to listen carefully and sing the National Anthem with pride.

SCHOOL HOURS
8:45am Supervision of school yard
8:55 Students line-up and wait for their teacher
       Attendance rolls marked and Literacy and Numeracy commences
10:35 Morning recess
11:05 Classroom
12:45 pm Supervised lunch eating time in the classroom
1:00 Lunch recess
1:50 Classroom
3:30 End of school
3:45 End of supervision in school yard

Parents are asked to ensure their child/ren arrive at school between 8.40 and 8.50am for a settled start to the school day, as punctuality and a full day attendance supports your child’s education. The playground is supervised from 8:45am so students do not need to be at school before 8:45am unless they have a supervised sports practice or before school program. Students arriving before the time will need to be supervised by their parents or placed in the before school care program; similarly students not collected from school by 3:45pm will be placed in the after school care program and parents contacted. The school’s Out of Hours School Care Program is conducted by Camp Australia.
LATE STUDENTS
Any student that arrives at school after 8.55 am needs to be signed-in by their parent at the school office. Similarly, if your child is leaving school early, a parent or guardian needs to sign them out at the school office. The ‘late’ and ‘early’ leavers’ procedures are in accord with the Department of Education and Training (DET) eCases accountabilities. We ask that these occurrences are kept to a minimum to ensure the continuity of your child’s education.

PARENT INFORMATION EVENING
An information session for all year levels will be held on Wednesday 17 February prior to Parent Teacher Interviews on the 2nd and 3rd March (online bookings). These sessions will be hosted in your child’s learning area and conducted by their teachers.

Zone 1 - Foundation (Preps) & Zone 3 - Years 3 & 4 6.45pm -7.30 pm
Zone 2 - Years 1 & 2 & Zone 4 - Years 5 & 6 7.45pm - 8.30pm
If you are unable to attend or have a clash with a concurrent presentation all relevant curriculum information will be posted on the school website.

SCHOOL NEWSLETTER – 2016
The school newsletter is published fortnightly commencing Thursday 4 February on the school website at: www.surreyhillsps.vic.edu.au. This online publication with hyperlinks, coupled with email distribution is our communication vehicle for the school community. Any families who have changed email addresses will need to notify the school office via the school mailbox at: surrey.hills.ps@edumail.vic.gov.au with all your children’s names and classes as the subject. This will then be used to distribute the newsletter and any other school notices and communications.

SCHOOL UNIFORM
The Surrey Hills Primary School Council has a mandated School Uniform Policy. It is important that parents check the Uniform Policy to ensure that their child is wearing the correct school uniform which includes black shoes every day. School uniform does not include fluorescent shoes and shoelaces. We also have a Sunsmart Policy and students must wear the broad brimmed school logo hat whenever they are outside.

STUDENT SAFETY
Please remember to use the manned school crossings on arrival and departure from school. If you are driving your children to school please observe the parking signs and DO NOT Double Park in Valonia or Beatrice Avenue to let your child out of the car. Please remember the 40KPH speed zones around the school. The Valonia gates are locked from 9:15am-3:15pm. Access to the school during these times is via the Beatrice Avenue gate. All visitors must sign the visitor’s book in the school office and wear a visitor’s badge. This assists us in being vigilant with unauthorized persons on school premises.

TERM 1
The school calendar on the school website lists all school dates and events, so please check this regularly as there are some important sporting dates for Year 3-6 students in term 1. The length of the first school term is eight weeks and two days. Term 1 finishes on Thursday 24th March at 2:30pm as 25 March is Good Friday.

I look forward to sharing your child’s educational journey with you.

Yours sincerely,

Margaret Staley
Principal