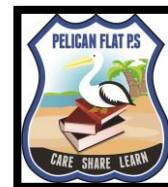


Pelican Flat Public School

Email: pelicanflt-p.school@det.nsw.edu.au
 Website: www.pelicanflt-p.schools.nsw.edu.au
 Karog St
 PELICAN
 Telephone (02) 49711543
 Fax (02) 49721380
 Principal: Mrs Louise Dunn



Term 1, Week 1 2015

Term One	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT SUN
1	26 Jan Public Holiday	27 Jan Staff Development Day	28 Jan	29 Jan	30 Jan Newsletter	31 1 Feb
2	2 Feb Assembly	3 Feb	4 Feb	5 Feb	6 Feb	7 8 Feb
3	9 Feb	10 Feb Swimming Carnival – Swansea Aquatic Centre 9am – 2.30pm	11 Feb	12 Feb	13 Feb Newsletter	14 15 Feb
4	16 Feb Assembly	17 Feb	18 Feb	19 Feb Year 6 Special Lunch Day Fundraiser - \$5	20 Feb	21 22 Feb
5	23 Feb Zone Swimming Carnival – Swansea Aquatic Centre 11am – 3pm	24 Feb	25 Feb Zone Swimming Carnival – Swansea Aquatic Centre 8am – 4pm	26 Feb	27 Feb Newsletter PBL On Track Reward Day	28 1 Mar
6	2 March Assembly	3 March	4 March	5 March	6 March	7 8 Mar
7	9 March	10 March	11 March	12 March	13 March Newsletter Crazy Hair Day	14 15 Mar
8	16 March Assembly	17 March	18 March	19 March	20 March Harmony Day	21 22 Mar
9	23 March	24 March	25 March	26 March	27 March Newsletter	28 29 Mar
10	30 March Assembly	31 March	1 April	2 April Easter Hat Parade PBL Reward Day	3 April Good Friday School Holidays	4 5 Apr
Hols	6 April Easter Monday School Holidays	7 April School Holidays	8 April School Holidays	9 April School Holidays	10 April School Holidays	11 12 Apr
Hols	13 April School Holidays	14 April School Holidays	15 April School Holidays	16 April School Holidays	17 April School Holidays	18 19 Apr

Welcome

Welcome back for 2015! I hope everyone has had a fantastic break, celebrating Christmas and the New Year with family and friends. Welcome to all of our new families starting Pelican Flat this year, if there is anything we can do to assist you please don't hesitate to ask. Welcome to Mr Agnew who has joined our team this year on the 2/3/4 class. I'm off class on Fridays this year so if you would like to make an appointment with me at any time throughout the year please contact the office to make a suitable time or email me at louise.dunn4@det.nsw.edu.au. If Friday doesn't suit I'm available most afternoons so please contact the school to make an alternative time.

I look forward to a wonderful year of fun and exciting learning ahead.

Student Emergency Contact Details

A student emergency contact detail report will be sent home this afternoon. Please update any changes and return to the office as soon as possible.

Office Red Box

When students have notes or money from home they need to be taken and put into the red box in the office. Please ensure the correct money is given as it is difficult to arrange change at times. All money needs to be clearly labelled in an envelope.

Parent Information Sessions

Next Wednesday afternoon we are holding parent information sessions at school.

K/1: 3pm

5/6: 3.30pm

Mrs Robyn Leggatt, Principal of Swansea High School will be attending the 5/6 information session to talk about the transition to high school program and answer any questions that you may have.

2/3/4: 4.00pm

Congratulations

Congratulations to the Xerri family who welcomed a beautiful baby boy today. Ben, Brooke and Beau are so excited to meet their brother and I know they will be wonderful big brothers and sister.

New School Shirts

Our new school shirts have arrived and can be collected from Mrs Bell at the office. The cost of the new shirts is \$30 each. You are able to wear the old school uniform this year during the transition period however all students representing the school outside of our school will be required to wear the new school uniform.

Canteen News

Ricki Wilson is our canteen manager and has been busy with the help of Rebecca Harvey restocking the canteen this week. Ricki has designed a new menu which is attached to the newsletter. The canteen will take lunch orders from Wednesday next week but will be open for snacks on Monday and Tuesday if anyone would like to purchase anything. We will continue to need help in the canteen throughout the year and need as many volunteers as possible. If you are able to assist can you please fill in the attached note and return it to school as soon as possible. The amount of volunteers we receive will determine the days that the canteen will be open.

2015 Swimming Carnival

Our school swimming carnival will be held on Tuesday 10 February 2015 at Swansea Aquatic Centre. Please see the attached note. Students who do not turn 8 in 2015 will stay at school with Mrs Heath.

Scripture

Scripture will start on Tuesday 10 February at 10am and will run for half an hour. If you would like to come and learn about what is taught in scripture feel free to come and join one of our lessons anytime. If you wish your child not to partake in scripture they will be supervised within the room and will complete literacy and numeracy activities. Your child will attend scripture unless a note is sent to school stating otherwise.

Book Club

Please ensure all book club orders are returned by 13 February.

School Assemblies

Our school assemblies are held fortnightly on Monday at 2.30pm. This is an opportunity for students to be recognised for their achievements. Our student leaders run our assemblies and are all looking forward to running their first assembly on Monday. Please feel free to come along to our school assemblies.

Hats

This week we placed an order for school hats as our stock have run out. As we won't receive them for a few weeks we are asking students who have not been able to purchase one to bring a hat from home. Students will not be able to play in the sun unless they have a hat on.

Volunteers

Thank you to everyone who has been volunteering around the school already this year. It is wonderful to be a part of such a supportive community.

There are a few DEC requirements that I like to remind everyone of at the beginning of every year:

- If you are transporting another child to an event throughout the year it is a requirement that the school has a copy of your licence, registration papers, CTP Greenslip and your comprehensive insurance policy. The documents are a requirement regardless of whether the parental consent has been given to travel with the other parent. In small schools we often rely on parents to transport children so I ask that you provide the school with this information as soon as possible if there is a chance you may transport students throughout the year. If you have already provided these documents they are only required to be updated when there is a change such as your licence expires or your registration is renewed.
- If you are able to give up some time to work around the school in reading groups, canteen or in the office it is a requirement that you complete a Working with Children Check. It is a simple online form and when it is completed we will be notified. The form can be found at <https://www.check.ccyp.nsw.gov.au/Applicants/Application#> . Once your form is complete you take your form and your photo ID to the RTA and they will finalise your check. You will then receive your notification usually within a few weeks.

Attendance Information

Absentee information

When children miss out on school they miss out on vital information, their learning routine is broken, they can lose confidence and they miss out on building up friendships.

If your child has to be absent from school for any reason, including arriving late or leaving early, please either tell your child's teacher or the administrative assistant at the school, or explain the reason by phone, email, SMS or written note as soon as possible, or within seven days.

Once children are enrolled parents are legally required to send them to school every day that the school is open for instruction or participation in school activities, such as sports days. A small number of absences may be justified if your child:

- has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays)
- has to go to special religious ceremony
- is required to attend a serious and/or urgent family situation (e.g. a funeral)
- Is too sick to go to school, or has an infectious illness.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Schools will inform parents if a student is absent from school without explanation.

What should I do if our family is going on holiday in school time?

Families should try to arrange holidays during school vacations. If they can only be arranged during school time, you should contact the school principal in advance to discuss the matter. As of this year the school Principal is no longer able to give exemptions for family vacations.

When to get help

The department has implemented a number of attendance programs to support parents in ensuring their children attend school regularly. If you are having difficulty getting your child to attend school regularly, you might like to talk to the school principal or the school counselor.

DEC Complaints Handling Processes

This is the guide for parents, carers and students when making a complaint. It is important that the process of making a complaint is clear to all school community members.

We encourage you to contact the school to talk about your concerns, as most problems can be solved by talking to the school office staff, your child's teacher or the school principal. They know your child and are best placed to help you. Also, it's best if you let them know about your concerns as early as possible.

What can a complaint be about?

You can make a complaint about:

- any aspect of the services we provide
- the behaviour or decisions of staff
- Practices, policies or procedures.

How to make a complaint

It is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.

If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the principal.

You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that - just ask beforehand.

If your complaint is about the principal you will need to contact the school director in your area. Ask the school office staff at your school for their name and number.

If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.

Will my complaint be confidential?

The person dealing with your complaint will advise you if confidentiality applies to your case, but generally it can't be guaranteed. If your complaint is about another person they have a right to know the allegations and be given a chance to respond.

Can I make an anonymous complaint?

Yes, you can make your complaint anonymously. However, it may be difficult to resolve an anonymous complaint if you do not provide your contact details and further information is required.

What you can expect

How your complaint is managed depends on what it is about.

Most complaints can be resolved quickly and informally to everybody's satisfaction simply by talking to the teacher concerned or the principal.

Some complaints are covered by a particular policy or by special legislation (eg occupational health and safety or

anti-discrimination policies). You will be advised if this is the case with your complaint. You will be told the name of the person who is dealing with your complaint and their contact number.

Occasionally more serious or complex complaints require investigation. These can take a longer time to resolve. If this happens, you should be informed of the progress and the result of your complaint by phone or in writing at regular intervals until the matter is resolved.

If you have not heard from the person handling the complaint within a reasonable time, call to ask them what is happening.

What are the possible results?

- The complaint is upheld and one or more of the following actions may be offered to you:
 - action to fix or improve the situation
 - an apology
 - an explanation
 - an admission that the situation could have been handled differently or better
 - an assurance that the event complained of will not recur
 - an explanation of the steps that have been taken to ensure that it will not happen again
 - an undertaking to review the department's policies in light of the complaint.
- Your complaint is not upheld. The reasons for this should be given to you clearly.

What if I am not happy with the result?

If you are not happy with the result, you may ask for a review of your complaint by contacting the school director or the section of the department that assessed your complaint.

You can get the name and number from the administrative officer at your school or the department's switchboard on telephone number 02 9561 8000.

What if I am still not satisfied with the outcome?

If you feel that you haven't been treated fairly or that the result is unreasonable, you may wish to seek a review from an independent organisation. External bodies that may be able to assist include:

NSW Ombudsman Ph: 02 9286 1000 www.ombo.nsw.gov.au

Anti-Discrimination Board of NSW Ph: 02 9268 5555 www.lawlink.nsw.gov.au/ADB

Doing well in class

Our expert panel shares tips about how parents can help their younger and older kids reach their full potential at school and motivate them for learning. Watch the video.

Find our more: <http://www.schoolatoz.nsw.edu.au/wellbeing/development/getting-off-to-a-good-start/good-start-chapter-one>

Eight ways to get your kids organised

Are you ready for morning madness, late assignments, yesterday's half-eaten lunch sweating in the schoolbag? Just like adults, children cope much better if they can manage their time and their environment wisely.

Find out more: <http://www.schoolatoz.nsw.edu.au/homework-and-study/homework-tips/eight-great-ways-to-get-your-kids-organised-for-school>

Smart foods to boost learning

Mother Nature is full of foods that help us think and feel better. What do you give your child to help them think more clearly, and enhance concentration and memory?

Find out more: <http://www.schoolatoz.nsw.edu.au/wellbeing/food/smart-foods-to-boost-learning>



Don't forget to download our Skoolbag app to keep up to date with all of the latest news. Skoolbag is now available on your ANDROID device.

You can find us now on facebook. Just look for Pelican Flat Public School.



Regards,

Louise Dunn

Principal