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4 March 2020

## Principal's Message

#### **School Attendance**

The term is speeding by and I am pleased to report that it has been a busy and positive start to the year. Regular school attendance for our students is important for continued learning and building positive relationships. Even relatively few absences on a regular basis add up over time. A student who is absent from school one day a fortnight - or four weeks per year - misses out on more than one year of education over the course of their schooling.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. In line with the Department of Education's School Attendance Policy, we will be making some changes to the way we process students who arrive late to school.

We currently require parents to be present at the school office to sign students out of school as an 'early leaver'. We will be extending this requirement to all students arriving late to school.

Our goal is to ensure the safety of all students. As a school, we have duty of care for students as they arrive at school from 8.30am on school days. All students are expected to be in class and learning from 9.00am onwards. While unexpected events can result in occasional lateness, we need to ensure that parents have full knowledge of this partial absence.

I ask that you partner with us in keeping your children safe. As of this week a parent or guardian will need to accompany students who are late for school. If circumstances prevent this, each student who is late must have a note written and signed by a parent or guardian.

If you would like to discuss this matter, please contact the school office on 9622 2136.

A note to all parents has been recently sent to all parents regarding our revised late arrivals procedures.

### Ms Becker's Farewell Assembly

Ms Becker will return to Seven Hills West for a special farewell assembly to enable the students, staff and parents to celebrate her time as Principal.

You are invited!!

When: Wednesday 2.00pm 11th March, 2020

Where: SHW school hall

We look forward to seeing you there.

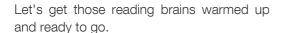
Mrs A Dziubinski Relieving Principal

# Super Kids Breakfast Club



## **Premiers Reading Challenge**

Premiers Reading Challenge starts Monday the 2nd March!





Please remember you already have a kick start, as anything you had read from July until now, if it is included in the PRC list for 2020, will also be included.

A box will also be setup in the library for you to borrow from, during your class library time. If you have any questions please ask Mr Nunan, Mrs James or Mrs Radhakrishnan.

## **Important Reminders**

#### **ALLERGY ALERT**

In the interests of the health and safety of all our students please ensure that your child does not bring anything to school for recess or lunch which contains nut and/or egg products. This will include peanut butter or Nutella spread on sandwiches, peanut butter dippers, snack packs with nuts and nut muesli bars.

Your understanding and support in this very important health issue are greatly appreciated.

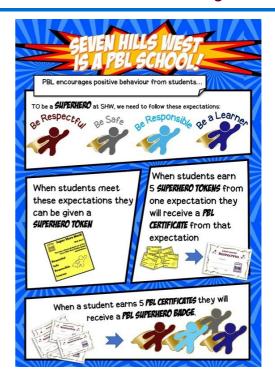
#### **SCHOOL HOURS**

Children ARE NOT to be at school BEFORE 8.30am each morning and must be collected at 3.00pm each afternoon. Should your child need to be at school EARLIER than 8.30am or need to be collected LATER than 3.00pm, it is necessary for you to arrange for your child to be taken to **Out of Hours School Care** that is located on our premises. This is run by Wesley Out of School Hours Care and their contact number is 9626 1260.

## **Preschool T-shirt**



## **Positive Behaviour for Learning**



# **Health and Safety Matters**

As well as keeping our staff and students safe on school grounds we aim to maintain a safe environment for parents. If you have a slip, trip or fall or any other issue related to parent safety in the school grounds please notify the office as soon as possible so we can endeavour to identify and resolve any hazards.

It is also a request that dogs not be brought onto the school site without prior permission. Companion dogs are always welcome as required, however pets in the school can cause stress to students and animals.

#### Staff Car Park

A reminder to parents/caregivers. The Staff car park IS NOT a 'walk through' area or parking for area for parents.

Safety is of the utmost importance to our students and it would be appreciated if you would cooperate in regard to safety in our car park.

### **Student Toilets**

Just a friendly reminder that student toilets are <u>not to be used</u> by parents. If parents have a younger child that requires toileting assistance, please see the office staff to access the toilets located beside the new school hall.

Student toilets are to be used by **students** of Seven Hills West PS.

## **Changes of Clothes**

Children in Kindergarten to Year 2, can, on occasion, have an 'accident' by forgetting to go to the toilet at break time, or not advising the teacher that they need to go to the toilet.

This then results in children 'wetting' themselves and coming to the office for a spare change of clothes.

Our supplies are now depleted – so we ask that each parent with children in Kindergarten to Year 2 supply a change of clothing in their child's bag in case of emergencies.

We thank you for your support in this matter.

#### SHWPS Administration Office

### **Birthday Cakes**

We welcome small individual cakes or the like if your child wishes to share his/her birthday with the class.

Candles <u>ARE NOT</u> permitted and teachers are <u>UNABLE</u> to cut cakes.

### Calendar

		Planning S	Sheet for Term 1 ~ :	2020	
6	MARCH Monday 2	Tuesday 3	Wednesday 4 Superhero Assembly 2.00pm	Thursday 5	Friday 6
7	Monday 9	Tuesday 10	Wednesday 11 Smooth Walking – Year 6 Special Assembly P-6 2pm	Thursday 12  Northcott Primary Interschool Swimming Carnival	Friday 13
8	Monday 16	Tuesday 17 P&C AGM 9.15am	Wednesday 18 P-6 Assembly 2.00pm BFOPA Combined Choir Rehearsal 1	Thursday 19	Friday 20 Harmony Day
9	Monday 23 School Leaders to Longneck Lagoon	Tuesday 24	Wednesday 25	Thursday 26	Friday 27
10	Monday 30	Tuesday 31	APRIL Wednesday 1 Superhero Assembly 2.00pm	Thursday 2	Friday 3
11	Monday 6	Tuesday 7	Wednesday 8 Easter Hat Parade	Thursday9 SRC Crazy Hair Day LAST DAY TERM 1	Friday 10 GOOD FRIDAY
	Monday 13 EASTER MONDAY	Tuesday 14	We dnesday 5	Thursday 16	Friday 17
	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24

Dates and activities are subject to change. Please review newsletter, our Facebook page and/or our school website, for any changes.

# **Notes and Payments**

Please be advised that all school notes and written communication are now placed on our website for your easy access. Families that have requested multiple copies will now need to access the website. We are encouraging the use of technology @ SHWPS!

### **Important**

It would be appreciated, if when completing permission notes, you could include the child's FULL NAME (Given Name and

**Surname) AND CLASS,** in order for the office to correctly identify the student who is participating in the special activity.

### Sending money to school

If paying by cash or cheque, payment envelopes are available to allow office staff to quickly record details for our students.

A reminder: A permission note must be completed for every student in the family for all activities. Please note the office does not carry change. Please provide the correct money with your payments. We encourage families to pay using our POP – Payment online system via our school website.

### Collection of Money and Permission Notes

To ensure that students' needs are met on excursions, extra curricula activities and for visiting performances, it is necessary to have procedures in place regarding payments and permission notes. These procedures allow teachers to:

- Ensure that the correct number of teachers are allocated to an activity or excursion
- Buses are ordered for the right number of students
- Book correct numbers for all activities on excursions
- Organise supervision for students not involved in these activities
- Cancel activities if numbers are too low, within a reasonable timeframe.

It will also allow the office staff to have correct numbers, permission notes and money organised before the day of the activity or excursion.

These procedures include any area where money is paid to the school e.g. Excursions, visiting performances, sporting events, book club etc.

For this to be implemented correctly all money must be paid to front office by the DUE DATE, there will be no exceptions.

Permission notes, fully completed with child's name and class, must be given to the front office once you have made your payment online, or at the same time as money is presented.

In cases of financial hardship, the school *may* be able to assist by contributing a part payment.

Please contact the office for more information.

### **Attendance**

Student attendance records will be closely monitored. If your child is absent, it is important that a note/certificate explaining their absence is given to the classroom teacher when your child returns to school. Parents/Carers will be given a letter if an explanation is not provided for the student's absence and this must be completed and returned to the classroom teacher so that the student's attendance records will be updated accordingly.

#### **Student Absences**

The Department of Education deems that all students must attend school every day. Families are also advised that holidays should be taken during school holiday periods.

If your child is absent from school please notify the school in writing by either sending an email to the school email or sending a note to the class teacher explaining the absence.

If your child is sick for one day, you DO NOT need to ring the school but can send a note to school with your child on the following day.

Absences are recorded in the class roll and this roll is admissible as evidence in a court of law.

- Partial absences are also recorded in the roll, where a child arrives late to school or leaves school early.
- If a student is late to school, a parent should escort them to the office so they can give the reason for the late arrival.
- Students, who are constantly late to school, miss the morning lesson introduction and this can lead to gaps in learning.

When your child misses just	that equals	which is	and therefore, from Kindy to Year 12, that is	This means that the best your child car achieve is
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Please endeavour to maximize your child's attendance at school to ensure that they have the best start possible, every day!

If you are intending to take leave for more than three days, and you know in advance, it is important that this be discussed with the school as an application for leave may be required. If your child is absent for longer than three days it is important that you contact the school to let them know the reason for the absence.

# Working with Children Check

We have received clarification from the department of education in regards to the requirements for parents and carers doing voluntary work with students in any NSW school.

We have been advised that a WWCC certificate is not required.

Any parent or carer doing voluntary work with students at Seven Hills West P.S will need to

- Complete Appendix 5 form (obtain from front office)
- 100 points of ID

Please ensure you visit the School office complete the above requirements prior to commencing volunteering duties.

Thank you for following this process to keep all of our children safe.

### P & C News

Great to see our Loose Change drive going along so well – thankyou to all students and parents for your donations. Any small change donation is appreciated.



1H is leading in the K-2 classes and 5/6H is leading in the 3-6 classes.

At our first meeting of the year, we discussed fund raisers coming up and thankyou to all whom attended.



The P&C is planning to run a loose change drive to raise funds for the school during Term 1 until the middle of Term 2.

Jars will be placed in each classroom for the collection of change.

The class that raises the highest amount per child will be awarded prizes at the end. A graph of the progress will be shown in the school newsletters.

Keep an eye on your classes tally. Lets see what we can raise.

#### REMINDER

On Tuesday 17th March 2020, our P&C Annual General Meeting (AGM) will be held at 9.15am.

A new Committee will be elected – consisting of:

President

Vice President

Secretary

Treasurer

Fundraiser Supervisor

If you would like to nominate for any of these roles, and can't make the meeting, please 'put your hand up' and advise, in writing, to the canteen prior to the meeting – we can nominate on your behalf.

# **Uniform Shop & Canteen**

These facilities provide an essential service to the school. They are run by the P&C and require volunteers. If you have some

spare time and would like to be involved with our uniform shop or canteen, please come and see us at the canteen.

### Canteen

Parents, please note that the canteen only holds a SMALL amount of change. Kindly, **DO NOT bring \$50 and \$100** when ordering, as we only hold a coin float and cannot accommodate you with change.



### **Uniform Shop**

Opening Hours

Every Tuesday during school term 8.30am - 9.30am

#### P & C Committee

# **Community News**

Primary School

Number attending: Adults ..... Children





# **PLAY FOOTBALL AT PARKLEA SFC**

A FAMILY URIENTATED GLUB PROVIDING A POSITIVE FOUTBALL EXPERIENCE



## **Schoolzine**



DO NOT use this forum to request appointments/interviews with teachers or ask about upcoming events. Should you need to contact a teacher or have a question, please ring the school on 9622 2136 to assist you with your enquiries.

Thanks.

### **Facebook**



### **Important**



Please note, SHWPS Facebook page is for informing parents of up-coming events/changes in dates/event cancellations and also showcasing photos of students and their events.