Dear Parents and Friends of St Paul’s,

WELCOME BACK

What a beautiful summer’s day and a very calm start to 2012 for the children. Congratulations to all the Preps who were very attentive and eager. I am sure that after the excitement of the first day your little charges will probably sleep very well tonight. I heard some stories that some of our children were up and ready before the sun came up … and I believe one of our little ones slept with his school bag!! It seems that each year the work done in preschool, childcare, during the orientation process and by parents at home better prepares our children for the routines of school than may have been the case in the past. On behalf of the staff I would like to thank all our parents, both new families and old, for the work they do in partnership with us. This can only assist in creating a settled learning environment for our children.

OFFICE NEWS

Unfortunately we will be a little under staffed in our office over the next few weeks. Both our very competent secretaries, Marilena and Fiona, have unexpectedly had to take extended sick leave. We are trying to function as normally as usual but there may be a delay in receipting and some other administrative procedures. I will have temporary staff working over the next few weeks but as you would understand, it may take a bit of time for them to learn all the routines that we have in place. I would like to thank you in advance for your patience and understanding in this matter.

OUT OF HOURS SCHOOL CARE

It is my understanding that parents were informed that Out Of Hours School Care was not to begin until Monday February 6th. It seems that for some families this information was not received. The service does not start operating until Monday and so families must make other arrangements until Monday when the full service will be operating. The new Child Care Regulations that came into force on January 1st require that all information requested from parents must be supplied to the service provider, Academy 4 Kids – failure to do so will result in very heavy fines. It is important that all these details are forwarded on to the Program. We have a large number of enrolment forms at the office if people require this service. It is my recommendation that families should enrol their children because you never know when you need care before or after school in the case of an emergency.
WELCOME BACK BARBEQUE AND BUSH DANCE

For many years at St Paul’s our school has either been affected by fires or capital works. It is great that we now have a settled environment because we have the capacity to hold a number of community events on site. On **Friday February 24th from 6pm to dusk** we will be holding a back to school Bush Dance and Picnic on our grassed area. The Bush Band “The Shenanigans” have been booked for the event. The Band Members will attend school in the afternoon from 2pm to 3.15pm to teach all our children and teachers the dances. That evening, the children will dance and encourage their mums and dads to get up and have a go as well. This is a great chance for our whole school community to get together to celebrate the start of our new school year and for our new families to meet other families whose children attend St Paul’s. There will be a more detailed flyer coming home next week. Mark the date in bold letters in your diary!!!!

PARENT MEETING INFORMATION

At times during a school year, parents may wish to discuss a matter with a teacher and vice versa. As part of our commitment to following up on issues and understanding concerns, the teachers will be formalising the process by taking notes about what has been discussed and any follow up that needs to take place. This information will be confidentially filed as a record for reference or if later discussions take place around the same issue. This means that if you have an issue and want to chat with a teacher/staff member, do not be taken aback if the teacher asks you to schedule a meeting when the issue can be given our full attention both professionally and confidentially.

END OF SCHOOL DAY PICK UP PROCEDURES

**DRY DAY** - Each day the children will be dismissed from the grassed area. The procedure for collecting children is that we all gather on the grassed area and the children are collected by the parents or carers. This year we will be gathering closer to the Pentridge wall side of the grassed area. We would ask parents to gather either to the side or the back of the children and keep clear of the doorways. The children who need to go to After Care will move next to the Pentridge Wall, whilst those who have not been picked up will initially move to the front and wait with the teachers. After a few minutes, children who have not been collected will go to the office to wait for their parents. **All children and parents should be off site by 3.45pm at the latest if not attending After Care.**

**WET DAY** – The children are collected directly from their classroom after the first bell goes at 3.20pm. After School Care children will move to the Staff Room. All other children who walk or ride home or meet parents at a spot near the school will be dismissed at 3.30pm when the final ball rings. A staff member will use the intercom on these days to direct parents as to the procedures.

This week and next week we will be sending home a hard copy to all families. Those families who receive electronic copies should receive those as well. Again this is something that we need to do whilst our normal admin procedures are a little different. Thanks again for your understanding.

All the best, Paul