A guide for seeking information or expressing concerns.

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

**These guidelines aim to:**

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

<table>
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<tr>
<th>CONCERN</th>
<th>APPROPRIATE ACTION</th>
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<tr>
<td>The academic progress of own child</td>
<td>Directly contact the child’s teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</td>
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| The welfare of own child             | * For minor issues directly contact your child’s teacher to clarify information.  
                                          * For more serious concerns, contact the office, state the nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.  
                                          * To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. please contact the office. |
| Actions of other students            | * Contact the class teacher for a classroom problem.  
                                          * Contact the class teacher or grade supervisor for playground problems. |
| School policy or practice            | * Contact office. State nature of concern and make an appointment to see the Principal and/or appropriate member of staff. |
| Actions of a staff member            | * Contact the office and state concerns to the Principal or Deputy Principal.  
                                          * Arrange to meet directly with the Principal and staff member concerned. |

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the ‘Inclosed Lands Act’ to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- Seek further legal avenues.

Kinder Best Start Parent Reports

Kindergarten parents will be receiving their Best Start Assessment reports this week. This is an entry assessment and many of the children have already acquired many skills since the assessment was completed in Week 1. If you wish to discuss any aspect of the report please make an appointment to speak to your child’s class teacher.

Harmony day

Harmony Day celebrates Australia’s cultural diversity and is about inclusiveness, respect and a sense of belonging for everyone. Harmony day is officially held on the 21st March to coincide with the United Nations International Day for the Elimination of Racial Discrimination. However this is a Saturday so Budgewoi PS will celebrate it on Friday 20th March. Students will be undertaking Harmony activities/discussions within classrooms and may wear an orange ribbon on their shirt or in their hair for the day.

Staffing news

Miss Martin is on leave for the next 3 weeks so Mr Naughton will be teaching 1M.

Valuable items at school

Staff have been concerned that a number of students are bringing extremely valuable devices to school eg Ipods, games, toys, mobile phones. The school will not accept any responsibility for the loss or damage of these devices if they are brought to school. In many instances students are bringing these into the classroom and they are causing distractions to lessons. We seek parent cooperation in encouraging students to leave these devices at home.

Animals at School

Strict regulations govern the use of animals in classrooms in accordance with the Animals in Schools guidelines. The Companion Animals Act 1998 states that animals are prohibited from school grounds unless there is permission from the school Principal. This includes pets for news items, dogs accompanying parents or visitors to the school or service animals. As we must comply with the legislative requirements of using animals in schools please be mindful of the rules that govern us before bringing pets to school.

Parents entering School Grounds

Parents are reminded that when entering school grounds during the day you are required under Workplace Health and Safety legislation to report to the office, sign in and get a visitors badge. You then sign out when you leave and return the badge. In the case of an emergency we are required to account for everyone on school grounds. This includes all classroom helpers, volunteers and visitors at school for any purpose. You may be stopped and questioned if you are not wearing the visitors badge and are seen during the day. Obviously parents bringing children to school and collecting them in the afternoon do not need to this but during class time these procedures must be followed.

Building works

We have builders here retiling 2 walls in the Disabled toilets near the unit classrooms. At the end of the month they will be back to put up the framework for the covered walkways across to the canteen and up to 1MC classroom and also to plan for a shade over the outdoor play area.
Coming events for Term 1 (updated as events arise)

Tu 17th
Sydney North Swimming Carnival

Thurs 12th – 26th
Life Education program

Fri 20th
Harmony day New

Mon 23rd
Assembles this week

Fri 27th
Science Fun day

Thurs 2nd April
K-2 Easter hat parade

Last day of Term 1

Congratulations to our Privilege Badge winners

KC Matthew, KD Sommer, KE Carl, KL Byron, 1K Cooper, 1M Lilly, 1MC Paige, 1O Quinn, 2J Louise, 2M Isabelle, 2WB Byron, S2A Max, S2B Joshua, S2C Tayah, S2EV Jackson, S2J Orlani, S2L Justin, S3B Abi, S3C Alicia, S3GP Layne, S3L Flynn, S3SW Jessie, Unit 1 Lucas, Unit 2 Tiarna, Unit 3 Tyler and Unit 4 Saasha.

Best Attendance

Congratulations to 1M & 1MC who had two absences last week.

Well done!

Mrs Kerry Moore (Principal)

School News

Anzac day Assembly and March

April 25, 2015, marks 100 years since Australian troops lost their lives at the landing at Gallipoli.

On Friday 24th March (Term 2, Week 1), all Budgewoi Public School students will be participating in a special assembly where students will receive their 100 Year Anzac Medallion kindly donated by Doyalson RSL. As a gesture to show our appreciation, Budgewoi Public School will be marching at Doyalson this year.

Anzac March

Due to the significance of the 100 year Anniversary, our students have been participating in a unit called ‘Honouring Anzacs’. This year we are encouraging our students to march and would love to see as many students as possible representing our School.

This year we will be marching at Doyalson RSL and students will need to assemble with Miss Martin, Mrs Lindsay and Mrs Rich this year at the lights near the Baptist Church on the Wyee Road at 8:00am. The march will begin at 8:30am and we will march towards Doyalson RSL for the 9:00am service. The student leaders will be laying a wreath on behalf of Budgewoi Public School.

Students are to be in full school uniform, including black shoes. Students are also encouraged to wear their Anzac Medallions. Any child that does participate in the march will be given a drink and a packet of chips donated by the RSL after the service.

Wyong High School Year 7 2016 IT Selective Class

Applications are now open for Year 6 students to apply for Wyong’s High School’s 2016 Year 7 Selective Information Technology Class. Applications close on Tuesday 17th March 2015 and the testing date is Wednesday 25th March 2015. For further information or an application form, see Mrs Rich or contact Wyong High School on 4353 1088.

Healthy Harold is here!

Just a reminder that the Life Ed Van, Natalie and Harold will be at our school during Weeks 8 and 9. We hope everyone enjoys their visit. If you want to purchase any Harold merchandise, please bring your money on the day of your visit and you can buy it from Natalie when it is your lesson time in the van. Have fun!

Unit 4 News

The children in Unit 4 have been learning a variety of punctuation this term. We read the story ‘Run Damon, Run!’ and the students wrote letters from Damon to his friend Pythius, utilising exclamation marks!

Dear Damon,

Thanks for everything you had to do to come and rescue me. You risked your own life to save me! You can have some of my diamonds!

From your friend

Pythius

By Jacob

Dear Damon,

Thank you for going in the river and thank you so much for saving me!

You’re a good rescuer. I’ll give you a present.

From Pythius

By Courtnee

School Banking

We have 50 eligible bankers to collect prizes. When you have 10 tokens you can cash them in for a prize. Just remember you cannot use any other people’s tokens only your own. Prize sheet went home earlier this year if you did not receive one please collect one from the office. To all our bankers who are keeping their tokens at home a big thank you. Not only does this keep them safe but also helps us greatly when we are processing the banking

P&C News

Easter raffle tickets are going home with the children today. Tickets are $1 each or 3 for $2. Please return tickets and money to the office. If you do not wish to sell the tickets please return them to the office. Prizes will be Easter egg baskets.

Unfortunately we did not have a quorum for the Annual General Meeting (AGM) for the P&C last Tuesday night, so the AGM will be held over until the next meeting on 12th May at 9.15am.

Book Fair

The Book Fair this term will be held on Thursday 2nd April from 8:30am-4:00pm in the Library. There will be lots of new books and novelties to purchase. Pupils will be viewing books in library lessons the week before and will completing wish lists for books they are interested in. All proceeds raised go towards purchasing new books and resources for the school library. Your support is greatly appreciated. Thanks Mr Barron

Canteen News

Please remember to write your child’s class on their recess and lunch orders. We have a large number coming through without them.

Roster for week beginning 17th March 2015:

Subway orders are for this Wednesday for lunch. All orders are now finalised and no late orders will be accepted.

Please remember all orders can be placed in the classroom baskets in the morning. This saves you time queuing

Tues 17/3/15 - Michelle Burgess, Denise Wilson, Jana Williams, Amanda Ashton

Wed 18/3/15 – Jenny Leatham, Denise Heather, Tammy O’Neil

Thurs 19/3/15 – Denise Cuff, Kelly Falconer, Vanessa Allan, Georgina A

Fri 20/3/15 - Madeline & Dale Clinten

Mon 23/3/15 – Alison Sutton, Kim Ackling