Dear Parents
Welcome to our first newsletter of 2017. Today has been lovely. It is wonderful seeing everyone and catching up with what everyone did in the holidays. The tone around the school is extremely positive and it has been fantastic to visit classrooms and feel the ‘buzz’ across the school. It has been lovely to meet our new students and their families, and it is great to see how students have settled into their classrooms. Our Foundation students have smiles on their faces and are enjoying learning the routines in our school – ably assisted by staff and their amazing Grade 6 buddies. It was lovely to spend time chatting and getting to know some of our Foundation parents during morning tea.

During this term there will be a number of events where you will have opportunities to meet with staff and other parents. All dates will be included in following newsletters. We encourage everyone to come and be part of our fabulous Buln Buln School Community. I have included in this newsletter much information that current parents and students already know, but it is useful as a reminder and vital to those of you new to our school.

Getting To Know Your Class
On Tuesday 7th February there will be an opportunity to meet your child’s class teacher to get information about how the grades work and the expectations for the year. These are not parent / teacher interviews, which will take place towards the end of terms 1 and 3. The timings for the presentations are:

- 3-6 6 - 6.20pm
- F-2 6.30 - 6.50pm
- Sentral 7.00 - 7.20pm

Communication
For Buln Buln Primary School to operate effectively we need to ensure we have structures in place which prioritise communication. It is extremely important to us that you feel comfortable to come and chat with us – both informally and formally. To build a positive relationship with your child’s teacher please either: use your child’s diary; ring him/her for a chat; or make an appointment to discuss anything you would like to share. The time before and after school is usually busy with students arriving and ensuring everyone starts and ends their day positively so if you would like to chat during these times, please let your child’s teacher know beforehand so a time can be organised. We have meetings on Tuesdays and Wednesdays after school so we are unable to meet with you on these nights. I am always available to discuss any issues with you, though if it is a classroom issue it is preferable if you talk to your child’s teacher first. Lyn is always available at the Office and she is an amazing wealth of knowledge for all administrative matters.

We are always looking to improve communication across our school and appreciate feedback on how we are communicating with you. Please feel free to contact me via phone, email or in person if you have any feedback for us to consider. Last year it was great to receive feedback as it provided me with the perspectives of our school community as we moved forward.
Many thanks to the Caia family for helping to keep our grounds neat and tidy over the holidays.

Sentral
Sentral is the major online system we use to communicate with you. We use Sentral to share your child’s progress throughout the year. Work samples are uploaded regularly so you are able to see how your child is progressing. Your child’s attendance is also recorded in Sentral and you are able to contact us via Sentral to let us know the reason for your child’s absence. The calendar on Sentral is important as it provides information on events that are happening. We are continuing to explore our use of Sentral and hope to expand its use throughout this year.

This week, letters will be sent to the new families with your family access key and the addresses that you need to register. If you already have children at the school your login details remain the same. (If you do not have a login, please contact us.)

Attached to this newsletter is a handout which outlines how to access many of the components of Sentral mentioned above. There will be more handouts throughout the year.

Sentral Workshop
Next Tuesday, February 7th we are offering a workshop on our reporting system, Sentral. The session will demonstrate how to log onto the program, how to access reports, student profiles and work samples and using Sentral to explain your child’s absence if he/she is absent from school. Please bring any questions you have so we can ensure everyone is able to access the program.

Laptops and assistance will also be available on the night for those of you who would like some assistance registering for Sentral. The workshop will run from 7pm (after our parent teacher information sessions).

Attendance
All students are expected at school every day. Please let us know as soon as possible if you have a pre-arranged appointment. Explanations of why a child is absent are required and this can be done in Sentral. Daily learning time starts at 9am so please ensure your child(ren) is in school prior to this and ready to begin.

Student Sign In and Out – Late Arrival or Leaving Early
Sentral allows parents to be able to ‘sign in’ their child. This means all students who arrive late or leave early need to be signed in using the iPad near the Office. It is a simple process where you tap the box to find your child’s name. Then tap either the ‘late arrival’ or ‘leaving early’ button.

Sun Smart
An ongoing reminder that students need to be wearing broad brimmed hats.

School Fees
School fees are $150 for the year. Prompt payment is much appreciated, as these funds are used for classroom and specialist resourcing. A payment plan is available if needed - please see Lyn Weller in the school office.

Anaphylaxis
Anaphylaxis is an acute reaction to certain food items and insect stings. It is a severe and potentially life threatening condition. The most common allergens are nuts, eggs, cow’s milk, bee and other insect stings and some medications. Signs and symptoms range from mild/moderate hives/ rash, tingling in or around the mouth, abdominal pain, vomiting or diarrhoea, facial swelling to severe cough or wheeze, difficulty breathing or swallowing,
loss of consciousness or collapse or cessation of breathing. The Education Department policy for schools is to reduce the risks of an anaphylactic episode through awareness, avoidance and action.

We have a number of students who have nut-related allergies. By making the school community aware of the seriousness of the risk we ask that foods brought into our school NOT INCLUDE NUTS OR NUT PRODUCTS.

**Visitor Badges**
There are badges at reception that must be worn by all visitors to the school. As a community we are excellent at signing in and out of the building. This helps staff and students more clearly identify who visitors are and also ensure that we are fully following OH&S requirements.

- **Parent Helper**
  - Working With Children Check ✓
  - This badge is for those of you helping in class, around the school and on school excursions.
  - It is already pre ticked for the Working With Children Check as this is a prerequisite of working within the school in any capacity.

- **Visitor**
  - This badge is for general visitors to the site, i.e contractors, parents visiting staff, etc
  - If a student is late, this needs to be collected from the office and handed to the teacher.

- **Late Arrival**
  - Please sign your child in at the office and hand this to the class teacher.

- **Early Leave**
  - Please sign your child out at the office and hand this to the class teacher.

There are other badges that you might see as you visit the school relating to pre service teachers, work experience students etc. These will assist you in knowing the purpose of any unfamiliar ‘faces’ around the school site.

**Newsletters 2017**
Our newsletter is an important document to read each week. It is used to inform you of current events happening at school and to share news that impacts on the learning of your child. Some of the information that can be found in our newsletters include: School Council news; Parent Club news; weekly student award winners; calendar dates (these can also be found in Sentral); photos and reports of special events; a Principal report; and anything else we feel we should share with you.

**Classroom Helpers**
Teachers welcome the support of parents in a range of activities. Please note that classroom helpers must have a Working with Children Check (available online at this link: [http://www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)) completed before they can be a helper. Any helpers are to sign in and out at the office and wear a parent helper badge for that time.

**Assembly**
This year Assembly is on Monday mornings at 9am. We enjoy welcoming families to assembly to celebrate the success of our students. It was lovely to have so many parents come and share this with us.

**Lunch Orders**
School lunch orders are up and running each Wednesday and will commence next week. Please place your child’s order in a brown paper bag and if possible, please use correct
change. There is an attachment to this newsletter with all current prices.

Parking
It is important that I strongly emphasise the importance of safe car parking. Please park safely and wisely as the school zone gets very busy. The top car park can only be accessed by making a left hand turn when entering and exiting due to the line marking restrictions. The bus stop area on the school side of Old Sale Road is being used as a kiss and ride zone – if you need to come into the school please do not park there. Please also be aware of parking laws in terms of how close you park to junctions etc. There is plenty of parking no more than two minutes walk away at the footy oval. Please do not ignore the no parking signs – we had regular visits from by-laws officers last year.

The school carpark is not to be used for dropping off or collecting students unless in before / after school care. Please help us keep everyone safe at these busy times of day. Below is a diagram of traffic flow.

LEGAL ACCESS TO TOP CAR PARK
(Due to road line markings)

Mowing
Attached to the newsletter today is a flyer asking for families to put your names down on our mowing roster. The school has both a ride on mower and a push mower on site available for families to use and all fuel is supplied. With the help of many families we can spread the workload and therefore decrease the number of times you are requested to help out. Please see Lyn at the Office if you are available.

Icy-Poles
Our grade six students sell icy-poles during Terms One and Four in the undercover area for 30c and 60c each.

Have a great week
Nicole Ball
Acting Principal
PARENT CLUB
AGM TUESDAY 21st FEBRUARY, 2.30PM

Welcome back to school everyone and welcome to all our new prep parents. We hope you enjoy your time at our school, and if you have any questions, please feel free to call me on 0428 390 443.

The Parent Club AGM will be held on Tuesday 21st February at 2.30 pm. A number of positions will be up for nomination, so please feel free to come and join us. We also need to put together a list of fundraising events to submit to School Council for approval. If you have any new ideas please let us know, as we are always trying to think of fun new ways to raise money for our school. If you are unable to make the meeting, please call me to discuss your ideas so I can table them at the meeting.

Thanks, Janine Sharman
PC President.

Outside School Hours Care
Welcome back to all our families. We hope everyone has had a great Christmas and New Year and are looking forward to the challenges and adventures of what 2017 may bring to our Program.

To our new families, we would like to introduce our staff who will be caring for your children this year. My name is Lyn Mitchard and I have been the Co-ordinator since our Program began in 1999, I live locally with my husband and we have 3 adult children and 4 grandchildren. Helen Newitt has been an Assistant for the last 8 years, also lives locally with her husband and 3 children. Brooke Ogilvy joined us last year as a Support person and she also lives in the Community with her husband and 2 children. Due to the fact that our staff is involved with the local community, we know a lot of our families on a personal level which assists us with providing the care for each child individually. Any families wishing to speak to us concerning our Program, please do not hesitate to call in and we will happily show you around and discuss any issues you may have.

Please remember to book or cancel your child's place as early as possible to ensure everyone has a chance of a spot. Lack of cancellation can still incur payment for that session including when your child is absent due to illness. (Can all bookings made last year be confirmed please? We need to check we have the correct information.) Bookings or cancellations can be made directly to Lyn Mitchard in the Lyrebird room or text messages (0427268410) during the day or through the Office (56268330). As most families know, mobile reception can be limited so if you wish to speak to staff during Program times, please ring the School phone number.

All children must have a wide brimmed hat for After School Care (ASC). Our Foundation children may supply a spare hat (kinder hats are fine) that is named and stays in our room, as well as all other children. We look forward to seeing past families, as well as our new families.

Lyn, Helen & Brooke
Piano lessons are offered here at school. Please contact Jenny if you are interested.

Independent, Confident, Adaptable, Respectful, Excellent