Dear Families,

Welcome to Fairview Park Primary for the 2015 school year. We are looking forward to the year ahead and we are keen to work in partnership with you to achieve success for all members of our learning community!

An update on staff for 2015, classes and Term 1 events will be in our Week 2 newsletter (Wednesday). This letter provides updated information to ensure that all families are aware of our routines and procedures. During this first week of the new school year you will receive:

- A class teacher introductory letter
- Several consent forms for: Resource Centre use, Internet use, Sunblock use, Headlice checks, Photo/filming publications, Access to Pastoral Care Worker etc. Please return these forms to the Front Office.
- An updated Canteen Pricelist.

Setting Up For Success Weeks 1 and 2

All classes will be participating in our ‘Setting Up for Success’ program. Staff planning for this program ensures that students have an opportunity to develop a class identity and a clear understanding of acceptable ways of interacting with others. This program supports students to be well prepared for the year ahead with an understanding of our school culture, expectations, procedures and a strong sense of belonging.

**Our vision states:**

*We learn and grow together in a safe and supportive environment, continually striving for personal excellence.*

Many learning activities during the first two weeks will relate to the themes within our vision. Formal curriculum structures such as spelling list words, reading groups, homework etc. will be fully in place by the start of Week 4 after we have outlined these routines at Acquaintance Night **Wednesday 11th February** Week 3.

**Morning and Afternoon Routines**

Our ‘Setting Up for Success’ weeks encourage students to develop independent organisational skills by ensuring they are all familiar with classroom and school routines.

Families who have been with us in previous years will know that children (particularly in our Northern Unit) find it difficult to move from class to class and to access their lockers when the corridors are crowded. In an attempt to alleviate the corridor congestion we ask all students and adults to enter classrooms through the **outside classroom doors** instead of using the double doors leading into the corridors. This enables staff and students to undertake their tasks safely.

Families will realise that teachers do a tremendous job to provide appropriate activities and routines for our younger students. This is however, more of a challenge when classrooms are overcrowded with adult and toddler traffic in the mornings. We would appreciate your support in farewelling your child/ren promptly in the morning and departing the classroom (unless rostered on to help, as a trained volunteer), to allow students and teachers to establish routines and expectations. There will be a range of opportunities to be involved in our daily program once the year is underway and class structures are established.

**Volunteers**

Volunteers are an integral part of our school. Family participation at any level is greatly appreciated and valued. Our school’s Volunteer Policy requires that all volunteers undertake an induction training session (approx. 1.5 hours) and those volunteers sign in and out at the **Front Office** before working in their chosen area. Volunteers also need to complete a Relevant History Screening (RHS). Our next induction session for Volunteers will be held Friday February 20th, Term 1, Week 4, 9:30am in Area 4. Volunteers are required to update site training every three years. Update reminders for Relevant History Screening (RHS) will be sent home to families to ensure continued clearance documentation is current. Please see Leadership staff if you require further information or book into this session via the Front Office.

28th January 2015
Assembly
We value family attendance at our fortnightly assemblies, Thursdays, odd weeks of the term. Dates are published in the site Yakka newsletter including the classes presenting. Our students benefit from presenting to an audience and enjoy sharing their learning achievements.

Communication
All students are issued with a communication book (Reception - Year 2) or diary (Year 3 – 7) at the beginning of the school year. We appreciate family support to ensure the diary or communication book is signed and checked periodically and relevant communication is entered (good news stories too!!! 😊).

Homework
It is recognised that homework is an integral part of a child’s schooling. Our Homework Policy allows teachers to provide a homework grid format for students. This includes some choice of activities in conjunction with required tasks. Teachers will provide information about individual classroom programs at Acquaintance Night.
Suggested times are:
- Years R-2 – Opportunities during the week to complete school & home tasks
- Years 3, 4 & 5 – up to 30 minutes, 3 - 4 days per week
- Years 6 & 7 – up to 45 minutes, 4 days per week
Homework is entered in diaries/communication books or Homework books.
Families are asked to check diaries daily and sign weekly.

School Dress Code
The school colours are red and black. Uniform items are available for purchase in the Front Office.
Please note that white leggings, skivvies and t-shirts do not comply with the Dress Code which requires all pants, skirts and shorts to be plain black. (Without patterns/ stripes/ logos)
We recommend closed-in shoes (preferably school shoes) or sandals. Thongs, dress-up shoes and surf sandals are not suitable. Plain white or plain black socks are preferred. For safety reasons, jewellery should be kept to minimum - studs or sleepers are fine for earrings but no bracelets or necklaces. Make-up and nail polish are not permitted. This ensures students can participate in all physical and play activities safely.
Students at Fairview Park are requested to wear school hats (which are in good condition) in every season with the exception of winter. Students need hats during recess, lunch and relevant outdoor activities. Please ensure that all items are named.

Grievance Procedures and Relevant School Policies
Our school has a set of Grievance Procedures www.fairviewc7.sa.edu.au for use by families, staff and students who may have concerns or queries at any time during the year. For classroom based concerns or queries, your child’s classroom teacher is the best person to contact first.

Attendance Procedures
As per Department regulations, teachers are required to enter a code or reason each time a child is absent or late. We therefore ask families to write a note in their child(ren)’s diary/communication book, phone the school or speak to the class teacher following any period of absence. If you require your child/ren to have an extended time away for any reason, an exemption application form can be completed. This is available from the front office.
Families who need to collect their child earlier than 3:10pm are asked to request an ‘Early Dismissal’ form from the Front Office before collecting their child(ren) from the classroom/s. If your child arrives late (after 8:55am) please sign them in via the Front Office so role codes can be noted. Front Office staff will provide a slip for students to take to class for the teacher.
The school day begins at 8:45am. Students benefit greatly from being part of the morning routine and should be present from this time. A yard duty teacher is on duty from 8:30am.

Car Parking
Families are reminded that the school car park on Nepondi Court is strictly for staff, service vehicles and disability access. Family parking in the Pangari Street carpark is quite limited - when parking in this area please take great care to ensure the safety of all concerned.
School Materials & Services (Fees)
The majority of this year’s Materials and Services Invoices were posted before school commenced. We hope this has assisted families in being able to make arrangements for payment by the end of Week 3, Term 1, (Friday 13th February 2014).
School Fees need to be PAID IN FULL or a signed and completed “Payment by Instalment” form can be returned to the Front Office by the above date.
If you are unable to complete payment as required, please discuss with Janine (Finance Officer) in the Front Office to make alternate arrangements.
School Card applications also need to be returned as soon as possible or by February 13th (extra forms available in the Front Office or the school website.

Please chat to us if you have any questions. Please remember, school newsletters will come home each fortnight on Wednesdays. These are also available on our school website www.fairviewc7sa.edu.au. The DECD website www.decd.sa.gov.au is also available to families for reference.
Have a great Term 1!

Kind Regards,

Vanessa Mortimer
Principal