

## **AREAS OF FOCUS September 2009**

### **VISITING THE SCHOOL DURING SCHOOL-TIME**

Under no circumstance should parents/guardians/visitors go to the classrooms at any time without signing in at the Principal's Office and without the expressed invitation of the Form Teacher. A Visitor's Badge will be issued.

Classroom teachers are advised to direct parents to the office should they turn up without appropriate notice.

Visitors must check in at the office if they come to the School during school hours for any reason. **DO NOT** go to the classroom, playing field or make any contact with students or teacher during school-time.

### **INCLEMENT WEATHER**

When Government schools close because of **INCLEMENT WEATHER**, this will also apply to St. Winifred's School.

Please listen to your radios and the news for weather updates. In the event of school closing during inclement weather, this will be carried on the local news.

### **ILLNESS**

Please do NOT send your child to school if he/she is not well, especially with fever, the cold, diarrhea and/or vomiting.

If your child needs to have medication during the day, please send it with a covering letter to Mrs. Myrtle Small, the School Nurse. No medication is to be kept by any pupil either in pockets or lunch boxes. Under no circumstance should medication be shared.

When you need to collect your sick child from school, please go the Principal's office to sign him/her out and he/she will be sent for.

**REMINDER** – Parents/Guardians are not allowed in the Sick Room unless accompanied, and with permission from the School Nurse or the Principal.

**HEAD LICE INFESTATION** is not a disease or anything to be ashamed of. It is a social nuisance and we ask your support in managing this. Please check the internet for updated treatment  
**COLLECTION OF STUDENTS AFTER SCHOOL**

All Junior and Senior students are to be collected in the afternoon from the Breezeway located opposite the main gate. Children are **NOT** to be picked up from the car park or from the main gate. If you are unable to pick up students promptly after school, please make adequate arrangements with someone else. Students should not be encouraged to wait under the umbrellas on the "island" by the car park. They should wait for pick-up under the Breezeway only.

### **PARKING**

Parking in the Staff Car Park, which is the small one, is a great inconvenience to Staff. This Car Park is for Staff only. Please park in the larger one!

## **SWIMMING**

If you have a child in the Prep. or Junior Departments who is capable of swimming 25 metres, please inform Mrs. Anne Fields or Mr. Vincent Smith, our new games master.

## **CORRESPONDENCE**

ALL CORRESPONDENCE should be addressed to the Principal and given to the Form Teacher. Since these letters are official, attention should be paid to the type of paper being used as well as the language. They go on your child's/ward's file. Please set an example for your child when writing these. It is disrespectful to the School to use torn pages from exercise books and pencil written notes.

## **LABELLING OF PROPERTY**

Ensure that your child's/children's belongings and uniforms are labeled clearly with their names. A fee of 50 cents is being charged for return of lost property. This will increase to one dollar for older students.

## **BREAKFAST**

In "THE WEEK AHEAD" of Week 7 last term, we said that as of September, we would like to offer a Brown Paper Bag Breakfast. The package will include milk or juice, a muffin, boxed cereal or biscuits or a fruit, at a cost of \$6.00 per package. This will be available before school from 7.15 to 8.15 a.m. This will be a trial run and I hope that parents will give us feedback in the office.

## **DRINK MACHINE**

We have had to replace the Pine Hill Dairy bottled Cooler Juices with Fruta Juices which come in cans. We were experiencing problems with the bottles which were continually jamming the machine.

## **LIBRARY BOOKS (Junior 1 to form 5)**

We have resumed lending books from the newly refurbished school library. Students will be responsible for replacement costs of books that lost or damaged (up to \$40.00 for new hard cover books). Please inform us in writing if you do not wish your child to borrow from the School Library. HOME READING PROGRAMME (Prep Twos and Junior Ones) Parents are needed to volunteer with the book exchange in the Prep Twos and Junior Ones (Prep Ones start next term.) Please telephone Mrs. Barbara St. John (429-3661) if you can assist. We need TEN parents to fully man the programme.

## **ACKNOWLEDGMENT SLIPS**

We wish to remind you that ACKNOWLEDGEMENT SLIPS at the end of most circulars that are sent home, must be signed and returned to your child's form teacher as soon as possible upon receipt.