Welcome to week 2 of Term 1.

Welcome back to our returning families and welcome to Kapooka Public School to our new students and families. We are looking forward to a successful year for your student and a strong partnership with you and your child’s education.

We begin this partnership with our Information Night on Monday 8 February (apologise for March in one section of the note home last Friday) beginning at 5:30pm. This is an opportunity to find out about the programs operating in the school, the behaviour and welfare expectations of the school and to hear the information your child’s classroom teacher gives about the learning that will be happening in their class. The information session will be followed by a barbeque to give informal time to meet other families and the staff.

On Tuesday 9 February, our year 6 students will have the opportunity to travel to Ladysmith school to meet up with other year 6 students from our community of small schools, Tarcutta, Uranquinty, Collingullie and Ladysmith for a Leadership Day. They will participate in activities to identify and build on their leadership skills at our school and do a group project with students from the other schools.

On Monday 8 February all year 6 students are invited to give their Captain's speeches to the school at an assembly in Kapooka Neighbourhood Centre at 2pm. Families are welcome to attend. The students will be working on the speeches at school. The elected successful students will be presented with their badges at another assembly on Thursday 11 February at 2pm at the Kapooka Neighbourhood Centre. At this time the students who form our School Parliament will also be presented with their badges.

Everyone is welcome to attend.

Our Small Schools Swimming Carnival will be held at the Oasis swimming complex on Monday 15 February for years 3-6. A note will come home with details for the day. Marking a box for the distance your child can confidently swim will be part of this form. This information will be used to place students into 50 meter races or across the pool activities. To be eligible to compete at the next level, at the Wagga PSSA Swimming Carnival, students must meet the times specified by the organisers.

It is wonderful to see so many families getting together in the park across from the school in the afternoons. Please model the road safety rules for the correct way to cross the road by using the crossing at all times.

Each year our classes are formed on the basis of enrolments. This year our classes and teaching staff are:

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K/1</td>
<td>Ms van Dijk 1/2 and Reading Recovery</td>
</tr>
<tr>
<td>3/4</td>
<td>Mrs Hounsell 5/6 and Principal</td>
</tr>
<tr>
<td>Library</td>
<td>Mrs Miller (Monday)</td>
</tr>
<tr>
<td>STL and RFF*</td>
<td>Mrs Driscoll (Tuesday and Wednesday) * STL -Support Teacher Learning and</td>
</tr>
<tr>
<td>RFF</td>
<td>Miss Harley (Thursday and Friday) RFF-Release from Face to Face teaching</td>
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Other staff supporting our students and school are:

- School Administrative Manager: Mrs Geale
- School Office Manager: Mrs C Hounsell (Thursday)
- Defence School Transition Aide: Mrs McTavish
- General Assistant: Mr Honeyman

Mrs Miller will be retiring this year after more than 20 years at our school. Details of celebrations for the school community will be published in future newsletters. Mrs Miller has been an important part of this school and many students’ lives over her time here.

Today, you will receive information on programs in the school, fees and notes requesting permission for your child to be part of regular activities that happen at our school. Please return these as soon as possible by posting them in the black letter box in the office. If your child requires a health care program it would be appreciated if you ensure the school has the most current medical information, ASCIA Action Plan and medication (eg Asthma and Anaphylaxis).

Just a couple of reminders:
- students should not be at school before 8:45am.
- the classroom teacher should be the first person to speak to about any concerns or answer any questions you have about your child.
- on the weekends and after school the school grounds are under the Inclosed Lands Act and should not be used.
- the side gate to the staff car park should not be used to access the school. Staff move their cars at different times during the day and may not see small children.
- the fixed playground equipment is not to be used before and after school. The students enjoy it at recess and lunch.
- please use the crossing at all times.

I am looking forward to meeting and speaking with you when you come to the school and at Information Night.

Regards Lyn.
**SCHOOL NEWS:**

- **MEDIA** - From time to time your child’s Christian name / photo may appear in the school newsletter, school APP, School website or Kapooka Chronicle (a brochure Kapooka Defence put out several times a year) for awards, sports, writing a story or participating in an activity. **IF YOU DO NOT** consent to your child’s name or photo being published in our school newsletter etc, please notify the school in writing. For any other form of media requesting your child’s photo/name, you will be personally contacted by the school.

- **TODAY all NEW students** had their photo taken in a group. This photo is being used for the Kapooka Chronicle. If you have an objection to this, please notify the school urgently as information needs to be received at Kapooka by Friday.

- **NEWSLETTERS** - Today each family has received a newsletter. This will be the only time each family is given a paper copy. Please access future newsletters by the school APP or website or request an email copy.

- **CLASS ASSEMBLY** - these will now be held at the Kapooka Neighbourhood Centre at 2pm. See diary. APP/website calendars for dates.

- **WANTED** - Parent help to mend some of our dress-up clothes. See Mrs Miller.

- **PLEASE DO NOT SEND ANY NUTS, PRAWNS or EGGS** to school. We have several anaphylactic students at our school.

- **School Supervision** - We remind parents that students should **NOT arrive at school before 8.45am** when teacher supervision begins. It is for this reason also that children are asked not to use the **fixed playground equipment before school**. Your co-operation is greatly appreciated.

- **Please check children’s bags for notes or homework to be completed each day.** It is important for school organisation for notes/homework to be back by **DUE DATES.**

- **Medication** - if your child requires medication (**script medication ONLY**) at school, a medication form must be completed. Medication may only come to school daily (except where prior arrangements have been made with Mrs Geale). Medication **CAN NOT** be administered without written parental/guardian permission and instructions.

- **Travel home time arrangements.** Sometimes students do not know their end of school day travel arrangements. **Would you please remind your child each school morning of their going home travel arrangements, eg. Bus/Mum/Dad picking up, neighbour, Day care Mum.** Young children are busy through the day, sometimes a little note in their lunch box or a note to the teacher helps them remember.

- **Change of details** - Please ensure when phone numbers/work details change that you advise the school. It is most important for School to be able to contact parents/carers or an emergency contact person at all times. Your package has an update notice for future use.

- **Birth Certificate/Immunisation** - If you have not already done so, would you please provide the school with these documents. A birth certificate is a legal requirement to begin school in NSW. Immunisation is warranted in case of an outbreak of a disease in school. Families not providing proof of immunisation will be requested to collect and keep their children away from school if disease outbreak occurs.

- **Medical** - Does your child have an allergy to peanuts, food, etc. **If so,** would you please advise the school office. Parents who have indicated that their child suffers from Asthma will be sent home a form, which we ask you to complete and return to school ASAP to enable us to help your child should they have an asthma attack during school hours. **Children are encouraged to carry their asthma puffers on them or in their school bag at all times.**

- **Student Absences** - When your child is absent from school for any reason, would you please phone the school. A **“Student Absence Notification Form”** is also available from the office. You may request some of these from the office **OR** you may write a letter to the teacher explaining your child’s absence. It is a Departmental requirement that all student absences be explained, preferably in writing within 5 days of absence. Your package has these for future reference.
Hello and welcome to Kapooka Public School!

My name is Thérèse McTavish and for those who haven’t met me, I am the Defence School Transition Aide (DSTA). I would like to warmly welcome all the new children and their families to KPS. I hope you have settled well into your new home. Welcome back to all our ‘old’ families - I hope you had a lovely holiday.

Last week we welcomed the following students into our school… Phoenix A, Riley, Fiona, Ruby H, Logan, Quinn, Levi, Zaine, Cohen, Matilda, Mercedes, William, Felicity, Ella, Keedan, Taya-Jade, Ruby D, Jackson M, Dominic, Timothy, Phoenix M, Katelyn, Tom, Brock, Asha, Tyson, Georgia, Lincoln, Leyarna, Kiara, Tahnya, Nicolas, Corey, Cameron, Jackson H & Campbell H.

Welcome Morning Tea
Next Thursday 11 February, our principal, Lyn Eacott and I will be hosting our Parent (and younger siblings!) ’Welcome Morning Tea’ at the Kapooka Village park between 9.15am to 10am. It is a wonderful opportunity to meet some new friends or catch up with some ‘old’ ones or to ask Lyn or I any questions. Bring your fold up chairs or picnic rug and make a morning of it, as there is no need to leave when Lyn and I go back to work!

Parent contact booklet
This week I will be sending home (along with the Welcome Morning Tea invitations) a Parent Contact Booklet form which you can fill in if you would like to be on a Kapooka Public School parents contact list. This booklet will be distributed to all families of KPS and is a great resource to organise play dates, holiday activities or a catch up with other parents. If you would like your name and contact details to be on this list, please fill out the form and return it to the school office by Monday 15 February.

DSTA role
My DSTA role at KPS is a very rewarding position. I am lucky to be able to provide support for all students, but in particular children from Defence families. For further information about my role you can find the details at http://www.defence.gov.au/dco/ Education_support.htm under the 'In-school Defence Aides and Mentors' tab.

I can be contacted by:
- Phone - 6931 2703 (if I am not available, please leave a message and I will return your call ASAP).
- Email - therese.mctavish1@det.nsw.edu.au

Or come and see me while I’m at school!

My DSTA hours:
My work hours vary according to the needs of the school, but generally I am at school for approximately 18 hours a week, which includes 4 hours of teacher aide time. My hours are displayed outside my office door (my office is found in the same building as the uniform shop). I hope you have a great week!

Kind regards, Thérèse therese.mctavish1@det.nsw.edu.au

School Attendance:
The law in NSW states that all children between the ages of 6 and 17 are required to attend school every day school is open, unless they have a good reason for not attending. Parents must send their child to school every day unless:
- The child is too sick to go to school
- The child has been injured
- The child has to go to a special religious ceremony
- The child has an infectious illness eg chicken pox, mumps or measles
- There is a serious family situation which requires the child’s involvement.

IT IS NOT ACCEPTABLE FOR PARENTS TO KEEP THEIR CHILD AWAY FROM SCHOOL FOR ACTIVITIES SUCH AS: Birthday, pension day, shopping, minding other children, hair cuts.

IF YOUR CHILD IS HESITANT ABOUT GOING TO SCHOOL OR REFUSES TO GO FOR SOME REASON PARENTS SHOULD CONTACT:
- The Principal or School Counsellor at your school. The Principal may ask a Home School Liaison Officer to contact you to provide support and discuss the issues. OR
- The Student Welfare Consultant at the Wagga Wagga Office.

It is the responsibility of the parent or caregiver to make sure that their child attends school every day. Parents should let the school know if their child cannot attend.

From, Home School Liaison Officer, Wagga Wagga Office

Complaints:
If at any time you find that you have a concern about anything to do with the school, you are encouraged to come to the school and tell someone, so that your concern can be resolved. It is our aim to work with all of our school community to ensure that we do the very best we can to ensure a productive, safe and enjoyable experience for our students. However, should you feel that you must raise a concern formally, the NSW Department of Education has procedures for ensuring that complaints are handled fairly. A brochure which provides information about how to lodge a formal complaint and a Complaint Form are available from the Department’s website. Further information is also available in the Department’s Complaints Handling Guidelines which includes a guide to lodging a complaint. These documents can be accessed on the Department’s website at www.det.nsw.edu.au

Before and After School Care:
If you are wanting this program for your children, Henschke School offers it. Students can catch the bus from Henschke School to Kapooka and the same in the afternoon after school without any bus changes. Bus will cost approximately $3.10 each way. Contact HOOSH on 0459 467 864 or email

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Welcome to Wagga!

Defence Community Organisation is hosting a family day and expo for all Defence families in Wagga Wagga.

We invite all Defence families to come along to a fun night and create a welcoming atmosphere for new families posting to the Wagga community. The RSL sub-branch will be hosting a free sausage sizzle. Local community groups and organisations will provide information on what is happening in the local Wagga area and the wider Riverina. This event will showcase the many types of services, activities and events available to you. The ice-cream van is back due to popular demand with fabulous $1 ice-creams.

Where: Saturday 20th February 2016
Where: Oasis Aquatic Centre, Morgan Street, Wagga Wagga

Time: 6.30pm – 8.30pm
RSVP: Tuesday 16th February 2016 for catering purposes doc.wagga@defence.gov.au or 6931 0011 and pick up your FREE entry ticket and please ensure that you have your ticket on the night.

World’s greatest shave
Our year 6 student, Kayleigh, is seeking sponsorship to shave her hair in #worldsgreatestshave. This is an extraordinary way to help people with blood cancer, but it can not be done alone. Please help Kayleigh by donating, big or small amounts to help reach her goal.