

Week 1

# THEODORE PRIMARY SCHOOL

Principal  
Kerri Clark

Term 1



Acting Deputy  
Principal  
Helen Cox

8 February 2019

*'A great place to grow up'*

## NEWSLETTER

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Dear parents and carers,

### Welcome to Theodore in 2019!

It certainly has been a long hot summer and we hope that you were able to enjoy time with your families and friends, either at home or away.

We welcome all of our returning families and new families to school this year and are very excited about the year ahead, working in partnership with our parents to support the academic, social and emotional learning of our students. As we walk around the school, we see that the students are settling into their new classes and connecting with their teachers and friends to create positive classroom communities. It is fabulous to see our students return with smiles after the long break!

We all want safe learning environments for our students so that they can work to their personal best. This year at Theodore our priorities are focused on building the learning and wellbeing culture within our school, aspiring to our personal best. Our students are at the centre of all we do, and we aim to help them be the best they can be.

Our school values – respect, integrity, compassion and personal best – are the pillars of how students, staff and families work together every day.

### Positive Behaviours for Learning

We acknowledge that 2018 was a difficult year. In building our learning and wellbeing culture, I engaged our Directorate's Positive Behaviour for Learning (PBL) team to help us establish this program in our school.

Every member of the school community (school staff, parents and students) has a role to play in creating a safe, supportive and disciplined school environment, where students can learn and achieve. The PBL framework helps support schools to develop and maintain this type of environment.

Staff at our school started to be trained in this framework last year and training is continuing this year. I am confident that together with our staff, students and parents, this program will make a big difference in making our school a safe place for learning. I have invited an experienced user of this program, Mr Greg Terrell, from Bonython Primary to work with us next week to work with us in driving this initiative forward.

### Positive playtime

We have started the school year with minor adjustments to the school break times to maximise all learning opportunities across the school. Our new breaks times are:

**Recess:** 10:45am to 11:15am

**Lunch eating time:** 12:45pm to 12:55pm

**Lunchtime play:** 12:55pm until 1:30pm

The students have responded to the changes with ease. I have introduced more teachers on duty to supervise our playground.

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## Clubs and Activities

We are introducing a variety of interest-based clubs and activities to support students during play times. To this end, I have included a survey for students to share with us their interests and what clubs might they wish to see at school. Please talk with your child/ren and send back on Monday so that we can get clubs up and running in Week 3. Whilst we may not be able to meet all interests, we will do our best to offer various options for the students to choose from.

## Partnerships with Parents

At Theodore Primary, we recognise the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people. In strengthening partnerships this year, we will be holding a series of information sessions and workshops to assist you in supporting your child at school. These may range from how to help your child with reading or maths; assessment for and of learning; developing a growth mindset; to Positive Behaviour for Learning; mindfulness for wellbeing.

To launch our partnership, we are holding our first Positive Behaviour for Learning workshop next **Wednesday 13 February** to commence at **6pm**. Please come along and learn about the PBL framework and how it will benefit our school. Please note: This session will be repeated in week 8 on 27 March.

Of course, there are also many ways in which parents can be involved in school, from helping with book bags and home readers, helping in learning activities or with sporting carnivals and school events, as well as being involved with the P&C and School Board.

On 19 February we will have our Information Session to hear what 2019 has in store for your child in their learning this year followed by our community BBQ. The event will be held from 5:30pm-7pm; more information will come home in next week's newsletter. We look forward to meeting you all at this time.

Should you have any concerns you wish to discuss please contact me at [kerri.clark@ed.act.edu.au](mailto:kerri.clark@ed.act.edu.au) or via phone 61423100.

Wishing everyone a productive year.

*Kind regards*

*Kerri Clark*

*Principal*



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Theodore Primary School  
(Official Site)



## Dates to Remember

- 13 Feb** **Positive Behaviour for Learning Work shop**  
**Time: 6pm**  
**Where: School Library**
- 19 Feb** **Meet and Greet**  
**Time: 5.30pm to 7.00pm**

## Notes & Money to be Returned

### Student Information Packs Including

- All Students** Detailed Student Information  
Media and IT permission 2018  
Known students Medical Information update
- Yr 3 to Yr 6** Google Apps Permission
- Yr 5& 6** Campers Agreement & Medical Forms

## What does a 'nut-friendly' school mean?

Theodore Primary School is a 'nut-friendly' school. This means that as one strategy to minimise exposure to nuts for those children who have allergies, we ask families **not** to bring nuts or nut products to the school site or to school activities.

While this is an acceptable strategy to reduce the risk of exposure to known allergens, it is never possible to guarantee a school site is nut free.

Theodore Primary School cannot claim that we are 'nut or peanut free'. Such a claim could not reliably be made and, if made, may lead to a false sense of security about exposure to peanuts and peanut products.

Some food packaging has the words '*may contain*' in relation to nuts. The '*may contain*' statement is voluntary information provided by the manufacturer in order to inform the consumer that the product may have been inadvertently contaminated during the manufacturing process. It does not necessarily mean that the product will contain the allergen (*this information is on the ingredient list*). Some children who are at risk of anaphylaxis eat the products that have the '*may contain*' statement while others do not. Products with the '*may contain*' statement do not need to be removed from the school.



## School News

### Theodore Primary School Board

School Board is a wonderful opportunity for parents to participate in the ongoing management of the school and to contribute to the school's future directions.

The following positions have become vacant after the 31 March 2019.

- 1 parent representative
- 1 Community Member
- 2 Staff Positions

### Nominations

**Open** : Monday 4 February 2019 at 11am

**Close**: Monday 18 February 2019 at 11am

If a vote is needed this will be considered for seven (7) days.

**Voting will commence** on Monday 25 February 2019 at 11am

**Voting will close** on Monday 4 March 2019 at 11am

These positions are part of a seven-member group of three parents, two teachers, a nominee of the Department and the Principal.

The current Board meets on a Wednesday evening twice a term. Parents or guardians of Theodore children are eligible to nominate. Nomination form is available at the front office and school website also attached to this email. Once you have completed your form please seal in an enclosed envelope and place in the box provided at the school's front office. Please see Rose Rodriguez Assistant Returning Officer for further information.

### Student's Medication

Please return your child's updated medication and action plan to the front office labelled in a plastic bag on the first day of school. If your child developed any medical condition over the school holidays, please contact the front office on 6142 3100 to discuss further first aid for your child.

### Students arriving late & leaving early

Students arriving late in morning (after 9:15am) - Students & parents will need to attend the office on arrival. Parents will need to sign the student in on a purple slip - Student will be given a late slip to take to class.

Leaving Early - parents are to come to the front office and fill out a purple slip - then go to their child's class to collect their child.





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## Some Important Reminders

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**Before and After School Care** - Communities @ Work operate a Before and After School Care Program for Pre-schoolers to Yr 6 students at the school. Please contact the Communities @ Work coordinator on 62936500.

**Bikes** are to be walked through the school and left locked at the bike racks. The school does not accept responsibility for lost or stolen bikes. By law, a helmet must be worn while riding.

**Car Park** - Please drive slowly and safely in our car park. If using the drop-off zone in front of the school, please keep in the left lane. The Right lane gives access to parking and/or leaving the school.

**Children leaving school before 3:00pm** - If for any reason you need to take your child from the school before 3:00pm parents must come to see the front office staff to mark your child in or out of the new Act Directorate Sentral System.

**Classes** - begin at 9:00am. Students are reminded to come to the front office if they have a problem. There are notices on external windows and doors as reminders. Please send your children as close to 9:00am as possible. The school day ends at 3:00pm.

**Complaint or Concerns** - Many concerns are resolved quickly and easily by discussing the matter directly with the school.

Firstly, speak directly to your child's teacher or talk to a member of the executive team. If you continue to be concerned please make an appointment to see your principal.

If you are not satisfied you may lodge a written complaint. The Complaints Policy and Complaints Form are available from the policy section of the Directorate website: [www.det.act.gov.au](http://www.det.act.gov.au)

You have the right to approach the ACT Human Rights Commission. Details are available from the Commission website: [www.hrc.zact.gov.au/humanrights](http://www.hrc.zact.gov.au/humanrights).

If you need assistance, or you would like to compliment us, contact the ACT Education and Training Directorate's Liaison Unit on 6205 5429 or visit [www.det.act.gov.au/contact\\_us](http://www.det.act.gov.au/contact_us)

**Containers for food** - Tins (especially lids) and glass containers are dangerous to have in lunch boxes. We encourage you to use plastic containers at all times please.

**Current Contact Numbers** - It is very important that we have your current contact number and at least one other emergency contact number. If your child is sick or has had an accident, we need to be able to contact you immediately.

**Dogs** - ACT Dog laws prohibit dogs, even on a leash, from being on the premises (including the grounds) of primary schools at any time. For the safety of our students, dogs should not be on the school grounds. There are obvious problems when the dogs use the playing areas as a toilet. We also have some students who are very frightened by dogs.

**Hats** - Children are reminded that they need to wear sun smart hats whilst outside at school. The Department of Education has asked us to recommend that parents remove the cords of school sunhats. This follows reported near-miss strangulation in an ACT school involving sunhat cords and playground equipment. We have also been advised

that children are not permitted to play on fixed playground equipment if sunhat cords have not been removed. This took effect from 20 October 2005.

**Liability for the loss, damage or theft of students' personal property at school.** Advice from the ACT Government Solicitor indicates that notwithstanding the merits of each particular incident, schools generally cannot be held responsible for the Intervening acts of third parties relating to the loss, damage or theft of students' personal property. Parents and students are advised that schools do not provide private insurance cover to automatically compensate for the loss, damage or theft of bicycles or other personal property and nor will they be legally liable for the loss.

**Medication** - Departmental policy requires schools to ensure that: Any request for administering medications the school requires a copy of the Dr's script. Please see the front office for required medical forms indicating clear written instructions on method of administration, timing and dosage. **Mobile Phones** - All mobile phones brought to school must be left at the front office in the morning. Phones can be collected at 3:00pm. Thank you for your assistance with this matter.

**Notes** - Please remember all notes that go home for an event have a definite closing date, which is usually two days before the event. Your assistance with returning all notes, along with your permission is crucial to informing us as to whether the event can proceed or not. There is a section in the newsletter advising when notes are sent home and a list of upcoming events.

**No Smoking** - Smoking on all grounds of ACT schools is not permitted. This includes the oval and carpark.

**Playground** - The school playground equipment should only be used by students during school hours under the supervision of staff. In the interests of the safety of all children, parents should ensure that their children do not use this equipment before or after school or when a staff member is not supervising.

**Student Absences** - All student absences are electronically recorded on the ACT Directorate Sentral System. Class rolls are marked at 9:15am in the morning by the class teacher. The teacher records leave approved when written advice has been received that the child has been sick. If the class teacher does not receive any information in regard to the student's absence, then an **A** is recorded for the specific day. Our aim is to see all children attending school as regularly as possible.

**Unauthorised Access to School Rooves** - Parents are reminded of the dangers inherent when children climb onto the school roof. Your support in reminding children of these dangers is requested. Signs have been erected at the school warning of dangers of accessing the school roof.

**Volunteers and Visitors** - All classroom helpers, volunteers and visitors must come to the front office to sign in and out. A visitors badge will be provided and must be worn while on the school grounds.



### Executive Team

Principal	Kerri Clark
Acting Deputy Principal	Helen Cox
Executive Preschool & Kindergarten	Michelle Smith
Executive Year 1 & Year 2	Corinne Follett
Executive Year 3 & 4	Jodie White
Executive Year 5 & 6	Helen Cox

### Administration

Business Manager	Rose Rodriguez
School Secretary	Nicole Scandura
Administration Support	Megan Torre
Building Services Officer	Laurie Bell

### Teaching staff - Junior

Preschool Koalas	Susie Tebb
Preschool Possums	Susie Tebb
Preschool Bilbies	Leigh Rhodes
Kinder B	Cassie Blewitt
Kinder C	Jessica Coombs
Kinder O	Kirstin O'Neill
Year 1K	Tracey Kennedy
Year 1S	Sharon Smith
Year 1/2 BD	Savannah Burge & Fiona D'Elboux
Year 2G	Amber Griffin
Year 2L	Melonie Lloyd

### Learning Support Assistants

Learning Support Assistant	Leonie Cherry
Learning Support Assistant	Maria Dal Col
Learning Support Assistant	Stacy Dinsmore
Learning Support Assistant	Robyn Batten
Learning Support Assistant	Karen Schaeffer
Learning Support Assistant	Jayne Torley
Learning Support Assistant	Janene Joyner
Learning Support Assistant	Lorraine King

### Teaching Staff - Senior

Year 3H	Alison Haddy
Year 3L	Denby Lovell
Year 3/4 S	Jordan Scarr & Cyndi Steenkamp
Year 4L	Jen Lonergan
Year 4 S	Nicole Smith
Year 5CM	Cara Minary
Year 5JM	John Muir
Year 6A	Rachel Appleby
Year 6M	Michael McDonald

### Specialist Teaching Staff

PE & Health	Chris Currie
	Fiona D'Elboux
Visual Arts	Vicki Hunt
LSU	Savannah Burge & Renee D'Argeavel
LSC/ Learning Support	Annie Sheehan
School Psychologist	Hannah Delchau