Dear Parents and Students,

Year of Inspired Learning and Great Teaching

Welcome back to the 2017 school year, four terms, forty school weeks and another year of Normanhurst West PS providing quality teaching in a nurturing learning environment.

A very warm welcome to new Kindergarten families and new families from other grades. I am confident your children and your family will quickly feel at home here at Normanhurst West PS. You are now part of our extended school community which is a very friendly and supportive one. Let us together look forward to a year of sharing, joy, laughter, inquiry, discovery, learning, challenge and all of the experiences that come together and unfold during a year in the life of this wonderful school.

Finally, thank you to all parents for entrusting your precious sons and daughters to myself and the Normanhurst West staff. I am proud of all our children every day and am honoured to be working with you and such a great school community. I anticipate, as I am sure you do, a very productive and exciting school year.
Classes for 2017

Our dedicated staff have put considerable work into placing students in the most appropriate class environment for the new school year and the support of the community with this is greatly appreciated. On Monday, the same day the students returned, we moved to our 2017 classes. Currently, we have 23 classes (including the Early Intervention Class). Our 2017 teaching staff members are listed below:

KM Mrs Holly Marcovitch *(rel AP)*
KF Miss Bethany Foord
1BP Mrs Anne Bretherton /Mrs Kristine Pendleton
1P Mrs Robyn Power
2V Mr Damien Vaughan
2SJ Mrs Robyn Steggles /Mrs Aimee Johnson
3H Miss Bernadette Habkouk
3/4VP Mrs Kelly-Anne Voss /Mrs Janelle Pearce *(rel AP)*
4D Miss Lauren Duncan
5M Mrs Rebecca Macnaghtan
6S Miss Julie Sharpe *(rel AP)*
Early Intervention Mrs Tita Leach
Library Mrs Fiona Harvey
Learning & Support Mrs Rekha Rayvanshi
Learning & Support Mrs Michelle Anthonisz
KC Mrs Christine Cook
KT Mrs Adelle Tootell
1M Mrs Christine McAuliffe
1/2G Mrs Helen Georgiou *(rel AP)*
2BN Miss Nicole Jones /Miss Barbara Noglik
3SP Miss Amy Shalverton /Mrs Claudia Panagos
3DS Miss Jacqueline Daaboul /Mrs Georgina Saliba
4G Miss Melanie Georgiou
5P Miss Anna Pinnuck
5/6B Mrs Tanya Boustany *(rel AP)*
6M Mrs Stephanie McKenzie
Technology Mrs Irene Sharpe
EALD (English) Mrs Janette Ward
School Counsellor Mrs Denise Hardingham
Principal Mr Greg McLaren*

*Members of the school executive

I urge parents who would like to speak individually with a teacher to make an appointment. Teachers cannot easily talk to parents when they are supervising students during, before or after school. Many parents say “I only want a few minutes...” but multiply that by up to 30 and the time adds up! Teachers at this school are happy to talk with parents face to face or over the phone but it is a courtesy to our hard working teachers that the time is mutually agreed. Class teachers should be the first port of call, followed by the relevant Assistant Principal. If needed, the issue will then be escalated to me or our newly appointed Deputy Principal, Mrs Pearce. It is important to state the nature of your enquiry at the office when you request an appointment as it will speed up the resolution if the teacher is made aware of your concern. Not providing details usually results in more time before a resolution can be achieved.

Staffing

As mentioned late last year, Mrs Pearce is the school’s first Deputy Principal. Gaining the position through merit selection, Mrs Pearce now assists me in being a senior school executive member, responsible for the day-to-day operation of the school.

Congratulations to Miss Foord on being selected to be a permanent teacher at our school.

We welcome back Mrs Saliba and Mrs Panagos, who are returning from leave. We also welcome back all teachers to Normanhurst West PS. I would also like to acknowledge the many teacher applicants throughout the State for both the merit selection positions and temporary positions at the school. It is a great learning environment in which to teach.

Congratulations to newly married couple, Mr & Mrs McKenzie. Mrs McKenzie was formerly known as Miss Keevy.
We congratulate Mr & Mrs Pendleton on becoming grandparents with the birth of two beautiful baby girls. Babies, mum (Katie) and dad (Matt former NWPS student) are all doing well.
Please continue to inform the school's office of the exciting news of a new baby brother or sister for any of our students.

Outlined to parents in communications throughout the year are staff changes including short term, longer term or permanent, which occur during the course of any school year. All schools grapple with the challenge of ensuring qualified teachers are available for all classes every day of the year. It is important to note that to begin a school year there will at times need to be changes made. The teacher allocated at the beginning of the year, may not always be the one who is the actual teacher throughout the school year. As Principal, I will always communicate with parents and speak to students when there is a need for a change. I will also outline what the teacher arrangements for the short term will be. The timing of such communication, however, is dependent upon many factors and I ask parents to be aware of this when reflecting upon necessary staff changes.

Parents need to be aware of Department of Education and Teachers Federation guidelines for teachers to participate in professional development courses, attend meetings and have release from face-to-face teaching time during the school week.

Meet the Teacher Evening
This year we have planned our 'Meet the Teacher' night for the evening of Tuesday, 21 February. The objective is for parents to meet with your child's teacher to hear about plans for the year ahead. Parents of children in Kindergarten-Year 2 classes' timeslot will be 5.45-6.30pm, Year 3-6 classes' timeslot will be 6.45-7.30pm. The venue is your child's classroom.
These sessions are not for individual parent teacher meetings, but for a more general information session about expectations, requirements and events for the year. However, you are most welcome to make an appointment to see your class teacher if you have any concerns.
Your child does not attend this meeting. For the parents that cannot make the session, please request an information handout to be sent home.

Welcome To Normanhurst West PS Barbeque for Kindergarten & New Families
Friday, 24 February, the staff will be hosting our annual 'Welcome to School BBQ' to welcome all kindergarten and new families into the school. It will commence at 7.45am and there will be a free sausage sizzle (with bacon and eggs), as well as refreshments. It will be a fun-filled way to start the day and will provide a fabulous opportunity for you to meet other families in the school. An invitation will be sent to the new families as well as kindergarten families.

Accessing School Information When Required
We have now made a transition to a web based newsletter. Our weekly newsletter can be accessed at any time day or night by simply entering 'Normanhurst West' into a google search and follow the links on the Normanhurst West Public School webpage. Our school newsletters are available on the school APP. A small number of copies of our newsletter will be maintained on a stand in the office for visitors or, if your family pops in to get one from time to time.
The newsletter will be posted onto our school website usually by the end of the day on Thursdays during the school term.
**School App**

We continue to use the school app to maintain an up-to-date calendar and the ability to send notifications out when activities like excursions or carnivals are cancelled due to wet weather. Please let us know if you have any feedback or suggestions for the app. There are a number of other positive initiatives, including the ability to report absences electronically. If you are interested in obtaining a copy of the school app, it is available free of charge for Apple and Android devices at their respective app stores. If you search for Normanhurst West Public School in either store, you should find the app. Once downloaded you will need to use the username: *community* and password: *normanhurstwps*

**Morning Routines**

Thank you for your assistance in helping our school to get off to a great start. Most children are settling well into the school routine.

Morning assembly is for students and staff. We would now ask that parents say goodbye quickly and leave their children ready to line up when the bell goes. This makes it much easier for the children to be settled and the staff to convey messages. Also, a reminder no-one is to be in a classroom before school. Children are to hang up their bags and go directly into the playground where they are supervised from 8.30am.

**New Year Reminders**

As we start back for the new school year it may be timely to have some reminders regarding school procedures:-

- Please label all uniforms, drink bottles, lunch boxes etc
- All notes and money (including sick notes) are either handed in directly to the school office or to your child’s teacher. Money days are Tuesdays and Thursdays
- Please ensure that all medications that are administered by office staff have a valid use by date
- Uniforms may be ordered through the P&C and will be delivered to your child’s class or collected from the Uniform Shop.
- Carpark is for staff only from 8am-4pm school days. Thank you to OOSH parents for observing this rule during the specified time.

**Peanut Allergy**

Several of our students have a severe, life threatening reaction to peanuts and nut products. Though they are very careful about not eating other students’ food, there is always the possibility of accidentally ingesting some transferred peanut product. For that reason I need to remind parents to take steps to ensure that peanuts and peanut products are not included in children’s lunch boxes. This is a voluntary arrangement but your support is crucial to providing a safe school environment for these children. Support from parents so far has been fantastic. Other measures have been put in place within the classrooms and canteen.

**Child’s Health Notification**

Our school asks for medical information when you enrol your child. It is also important that you let us know if your child’s health care needs change or if a new health condition develops. Information about allergies, medical conditions such as asthma and diabetes and other health care related issues (including prior conditions such as medical procedures in the last 12 months) should be provided to the school by parents. Please provide this information in writing to the Principal. This will
greatly assist our school in planning to support your child's health and wellbeing. Please also remember to notify staff in the school office of any changes to your contact details or to the contact details of other people nominated as emergency contacts. We appreciate your assistance in this regard and assure you that any information you provide the school will be stored securely and will only be used or disclosed in order to support your son or daughter's health needs or as otherwise required by law.

Custody Orders
If your child is covered by parenting agreements or custody orders can you please provide an updated copy to the school as soon as possible if they have expired or changed.

Student and Family Information
It is essential that information on our students and families is current, not only for purposes of communication and student welfare but also because it has implications for our funding under the new RAM (Resource Allocation Model). Earlier this decade, the NSW Government announced its Local Schools, Local Decisions (LSLD) reform for NSW public schools. Since 2014, all schools will receive funding based on the first two components of the RAM: the targeted (individual student) funding and the equity funding (low level adjustment for disability, Aboriginal background, English language proficiency and socio-economic background). If any of your details have changed, I ask that you update us as soon as possible. Please be assured that information on families is confidential and secure.

Thank you Mr Pendleton
Mr Phill Pendleton, our general assistant (GA), worked diligently throughout the school holidays. Many tasks on the whole school community's behalf were achieved with thought and pride of workmanship. The obvious signs of his effort are the state of the school grounds with the oval looking spectacular and removal of identified unsafe trees. The students and staff will benefit from new furniture and repairs to school assets.

Thought of the Week
"No act of kindness, no matter how small is ever wasted".
(The Lion and the Mouse) Aesop's Fables

Greg McLaren
Principal

For your information

Doing Well in Class
Our expert panel shares tips about how parents can help their younger and older kids reach their full potential at school and motivate them for learning. Watch the video. Find our more: http://www.schoolatoz.nsw.edu.au/wellbeing/development/getting-off-to-a-good-start/good-start-chapter-one

Getting Off to a Good Start
Wondering how to help your child do well at home and at school this year? The Department’s parent resource School A to Z has a webcast full of expert tips for you to help your child have a more successful year. The ‘getting off to a great start webcast’ has
a number of chapters on how to motivate children for learning, advice on peer relationships and how to handle bullying, communicating with children and the importance of strong home-school relationships. The expert panel features advice from a child psychologist, an experienced family doctor and the Department's Deputy Secretary (Schools), Mr Greg Prior. Watch the webcast at: http://www.schoolatoz.nsw.edu.au/wellbeing/development/getting-off-to-a-good-start

Is Your Child in a New Class Without Their Friends?
At some stage in their school life your child is likely to find themselves in a class without their close friends. It's normal for them to initially feel a little anxious about this, so how should you handle it? Find out more: http://www.schoolatoz.nsw.edu.au/wellbeing/development/new-class-without-their-friends

We've Got School Covered
Practical help for parents is available online at the School A to Z site. Created by the Department of Education and Communities, this is a thriving online community with comprehensive homework and school life support for parents that are easy to use, relevant and engaging. There are free apps to download, informative podcasts, videos and articles by experts in the field. View it and save it to your favourites: www.schoolatoz.nsw.edu.au

Anaphylaxis Information
All of our teaching and support staff are trained to respond to an anaphylaxis emergency. If your child is diagnosed at risk of a severe allergic reaction, particularly anaphylaxis, the Anaphylaxis Procedures contain information for schools and parents designed to minimise the risk to students. If your child has an allergy it is important to let us know – see Action steps for parents. Find out more: http://www.schools.nsw.edu.au/studentsupport/studentthehealth/conditions/anaphylaxis/index.php

Series Books to Ignite Summer Reading
Series books can be a great way to get your child hooked on reading. Reluctant readers and children who struggle with comprehension can also find series books easier to enjoy. Find out more: http://www.schoolatoz.nsw.edu.au/homework-and-study/english/my-book-club/series-books-to-ignite-summer-re

Student Conduct When Travelling
When travelling on the bus or train between home and school your child must obey certain rules, such as giving up their seat to adults and disabled passengers. Find out more: http://www.transport.nsw.gov.au/content/student-conduct-when-travelling

FROM THE OFFICE
Welcome back to the familiar faces and our new families. Below are some handy tips and reminders of school routine just in case you’ve forgotten over the holidays!

BUS PASSES
The following link contains all the information you need for applying for a school travel pass or renewing a travel pass:– http://www.transportnsw.info/school-students

HANDY TIPS when making payments using the Parent Online Payment (POP) facility:–
• Ensure you access the POP facility through the Normanhurst West Public School website (www.normanhurstwest.ps.education.nsw.gov.au). Unfortunately there have been instances where parents have made payments accidently to Normanhurst Public School.
• If paying the full invoice amount you can do this as one transaction regardless of the number of students on the invoice. Just enter one student’s name and date of birth. Then click the payment option ‘Other’ and enter the description “Total Invoice” and the total amount.
• If not paying the full invoice amount then you need to detail which items you wish to pay for each student. This assists the office to ensure that your payment is allocated to the right items on the invoice.

LOST PROPERTY ITEMS
Please make sure each item of your child’s clothing is labelled with at least their surname. Please do not use just christian names. The admin staff can return items when clearly labelled. Don’t forget that your child can look for their own belongings in lost property at recess and lunchtime. Lost property is located at the top of the staffroom stairs.

SCHOOL APP
Normanhurst West uses a great app for communicating with our community. It is very easy to use and we encourage all families to download it. It is available for both IOS and Android phones. Just search Normanhurst West, download the App and enter the username and password (on the top of this newsletter). All newsletters, diary dates, excursion notes etc are uploaded to the App. Group notifications are sent to let you know up to date information on canteen, excursions, uniform pool etc. You have the ability to send absentee notes straight to the office email from your phone. There is also a P&C page to keep you informed of P&C organised events. Have an explore and please don’t hesitate to call the office if you need assistance.

CONTACT INFORMATION
Have you changed your mobile number, disconnected your home phone or changed address during the holidays? Please update your information with the school office as soon as possible.

MESSAGES TO STUDENTS DURING THE DAY
If you need the office to get a message to your child during the day, please telephone the office. Do not send an email with information regarding change of routine or going home plans as the office only checks the email accounts periodically during the day. This important information needs to be conveyed to one of the office staff to ensure your child is contacted with the information.

Sue Shears
Administration Manager

FROM THE UNIFORM POOL
Happy New Year from the Uniform Pool and welcome to all new families.

The Uniform pool is open each Monday morning from 8.45-9.30am, selling new and second hand uniform items. Our Uniform Pool is run by volunteers and we thank them in advance for their time in 2017.

With some of our wonderful long-time volunteers finishing up at NWPS at the end of last year, we are desperately in need of more volunteers to help run the Uniform Pool. If you are interested in helping out at school, the Uniform Pool is an easy way! Volunteers are rostered on once per month and the duty itself per month is less than an hour. The Uniform Pool is toddler friendly and is a great place to meet other parents at NWPS. We are currently short on 1st and 5th Mondays of each month.
General information about the Uniform Pool
Placing an order
The most efficient and our preferred way for sales is to make an order via flexischools (www.flexischools.com.au) or to complete an order form (downloaded from the P&C website or from the office). Once processed, your order can be picked up from the shop window or sent home with your child.

If you are buying at the shop window, we accept credit card or eftpos. Please note, the Uniform Pool is cash free.

Flexischools
Flexischools is an easy option. To order online at FlexiSchools:
- go to http:\www.flexischools.com.au
- click "Register Now"
- you will be sent an email with further instructions on how to complete the registration
- once registered, you can start ordering immediately.

Refund/Exchange Policy
Any return items or items for exchange must be in new condition, have labels attached and a receipt is needed.

Second hand clothing
Please note, items sold from the second hand rack cannot be exchanged or returned. Please check items carefully and check sizing before purchasing.

Jo Gee
Uniform Pool secretary

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FUNDRAISING COMMITTEE

The Fundraising Sub-Committee is looking for people to join them either on the committee or just to volunteer to help out at one or more of the fundraising activities this year. We are also looking for any local businesses that are happy to support the fundraising team.

If you are interested in either volunteering or supporting us please contact:

EDWINA WATTS: 0418685250 OR edwing_ross@hotmail.com

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NWPS – School Canteen

Parent Information

Welcome to Normanhurst West’s “Healthy Choice” Canteen. We offer a wide range of food catering for all needs and tastes.

The canteen is open Monday, Wednesday and Friday from 8.30am – 2.00pm

The Canteen is run by a Manager (Jenny Sorkovsky) who ensures that the canteen runs smoothly with the help of the canteen committee. The committee includes a Convenor, Secretary, Treasurer, Roster Clerk and other dedicated parents. Volunteer parents help each day by making lunches and ensuring that the children’s healthy choice canteen is a happy experience.

There are plenty of opportunities for parents who wish to get involved in the canteen. It is a great way to be part of our school community, great fun and your own children love it when you are on shift. If you would like to volunteer to work on the canteen there are two shifts per day (8.30am – 11.30am and 11.00am – 2.00pm) Even one shift a month (approx 3 times per term) would be a great help and this can be shared with another parent. Please fill out the attached sheet if you are interested in joining the canteen. Toddlers are not permitted in the Canteen, as they are not covered by insurance.

All profits from the Canteen go to the P&C Association, which helps to improve your child’s facilities within the school.

We always need volunteers and the committee looks forward to getting to know you. Please don’t be shy, be involved and you’ll have fun getting to know everyone.

Kind Regards,

Sarah Kelly & Ines Matenaer
(Convenors)
How to order Lunch from the Canteen

- The Canteen is open Monday, Wednesday and Friday.

- Lunches are to be ordered online at www.flexischools.com.au. Upon entering the website, search for Normanhurst West Public School. You will then select Canteen and then follow the directions to set up the account for your child. The initial set up takes 5 minutes or less and then daily ordering can be done in as little as 20 seconds. Orders can be placed days and weeks in advance. This process eliminates waiting in line, hunting for coins and worrying if your child has put their order in before school.

- If your child has an issue with their existing lunch on a canteen day they must tell their teacher and a basic 'Lunch on Credit' will be provided. An account will be sent home for payment on the next canteen day. The "basic lunch" policy also applies to those children who haven't placed an online order and are left stranded. Your child will always be looked after via the Canteen on a Canteen day.

- If you need any advice, would like to ask questions about items for sale or wish to view Canteen items, please drop by the Canteen and Jenny Sorkovsky will be available to help with your requests.

- KINDERGARTEN children will visit the canteen with their teacher early in Term 1 where they will be shown their special 'Kindy Only' line. We have a window specifically set aside for our new school members in Term 1 so they can adjust to this new experience. Year 6 buddies are on hand to assist with this process.

- Children can buy snacks and drinks at recess (11am – 11.20am) and also after the second bell at lunchtime. Prices range from 10c to $1.50 therefore large amounts of money do not need to be brought to school. We encourage parents to send some money with their child, as it assists with many areas of learning.

- Lunch orders are filled and placed into separate hot and cold bags for each individual class. Canteen Class Monitors collect the lunch bags from the canteen and hand out the lunches at 12.40pm.
2017 Canteen Volunteer Form

Please return to the office at the start of Term 1 – 2017 or earlier if possible.

The new roster will take effect from the 1st March 2017 and finish February 2018.

NAME ..................................................................................................................

PHONE (Home) ........................................ (Mobile) .............................................

EMAIL ADDRESS ..................................................................................................

CHILDREN................................................. CLASS ..........................................

I would like to be on the same shift as my friend (name) ...........................................

I am available on Monday Wednesday Friday
(please circle)

preference to 1st week of the month
(please circle) 2nd week of the month
3rd week of the month
4th week of the month
5th week of the month

I can work 8.30am – 11.30am
(please circle) 11.00am – 2.00pm
8.30am – 2.00pm

I am available for the ‘fill in’ roster only (please circle)

Monday Wednesday Friday
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