Dear Parents, Carers and Students,

Welcome back to term 4! There was a wonderful buzz on Monday morning with students returning to school excited to see their teachers and friends.

During this term while Kristy Grady is acting Deputy Principal, Craig Lambert will be acting Executive Teacher. He will continue to teach Physical Education from Year 3 to 6. We would like to welcome Tamazin McGrath who will be replacing Craig for a couple of days a week teaching Preschool to year 2 Physical Education.

Congratulations to the following staff who have been nominated for ACT Public Education Excellence Awards. Please join us in congratulating them on this exciting recognition of their commitment to education and students.

**Outstanding Partnership of the Year** – Richardson Primary School and YWCA

**Volunteer of the Year** – David Hutchison

**Education Support Person of the Year** – Glenise Henderson and Kylie Lee

**School Leader of the Year** – Brooke Calvert

Term 4 is another busy term and we encourage you to read the newsletter and access our Facebook page regularly to keep up to date with what is happening at Richardson Primary School. Reminder that all students are required to wear a hat in Term 4 and Term 1 to play on the playground at recess and lunch.

**The Executive Team**

Brooke Calvert, Kristy Grady, Mitch Bartholomew, Kate Davis & Craig Lambert.

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Book Week 2016 book club vouchers were a great success. We managed to purchase books for the library and lots of students got to choose a book they wanted. For those children that didn’t redeem their voucher we purchased extra books so every student receives a book in celebration of book week.

Students will be receiving their books this week.

Happy reading!
**REMINDERS**

**School Phone Number:** 6142 3630  
**School Fax Number:** 6142 3645

1. **Accidents at school:**  
Any member of our school or local community who has an accident before, after or during school please come to the front office or ring the front office as staff trained in First Aid are available to assist, support and offer First Aid. We certainly want to know about all accidents, offer whatever support we can at the time and follow up as well as rectify any safety risks we are unaware exist around the school. Thank you for your cooperation.

2. **Allergy Aware:**  
We currently have a number of children & staff with Asthma and gluten, nut, artificial colouring / preservatives allergies presenting in our school and the wider community. Our great staff supervise eating duties at lunch time every day and train the children to eat their own food, NOT to share food and NOT to borrow or swap food. In particular peanut butter products, fresh peanuts or nutty muesli bars.

Richardson Primary School is a nut aware school. We ask families not to bring nuts or nut products to the school or to school activities in order to minimise exposure to students who do have allergies.

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.

Richardson 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.

3. **Medication:**  
Departmental policy requires schools to ensure that: Any request for administering medications must be in writing. The medication must be accompanied by clear written
instructions on the method of administration, timing and dosage, and signed by a Dr. Forms provided by the school.

We would be grateful if such letters regarding medication could be sent as soon as possible.

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

4. **Canteen:**
   Our Canteen will be closed until further notice.

5. **Children arriving after 9.00am or leaving school before 3.00pm:**
   If you need to keep a medical or dental appointment or for any reason, please come to the front office and sign your child/ren back into/out of school. This is for safety and security reasons so that we know exactly who is on the premises.

6. **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.

7. **Current Contact Numbers:**
   It is very important that we have your current contact numbers and at least 1 other emergency contact number. If your child is sick or has an accident we need to be able to contact you immediately.

8. **Dogs:**
   ACT Dog laws prohibit dogs 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 dogs use the playing areas as a toilet. We also have some students who are very frightened by dogs.

9. **Information Regarding Events, Excursions and Performances:**
   Please remember all notes that go home have a definite closing date. 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 coming events.

10. **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, resulting in 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.

11. **Lost Property:**
    Parents are requested to label all items of school clothing, as staff endeavour to ensure all labelled items misplaced are returned to their owners. All Lost Property is stored in the Lost Property area outside the Bike room and adjacent to the Canteen during the course of each term. At the end of each term, School Uniform Lost Property items WITHOUT any identification, are washed and donated to charity. Please visit the Lost Property area regularly throughout each term to claim items.

12. **Mobile Phones and all Electronic Equipment:**
    All mobile phones and electronic equipment brought to school must be left at the front office in the morning. Phones and any electronic equipment can be collected at 3pm. Thank you for your assistance with this matter.

13. **Playground Equipment:**
    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, unless of course you are there providing the supervision outside of school hours.

14. **Retrieving Items from the Roof:**
    Our school staff have undertaken additional training regarding safety with accessing the roof. As a result, staff will only be able to access the roof once a fortnight to retrieve any items that have found their way onto the roof.

15. **Safety in the Car Parks:**
    The aim is for people to park in the various designated spaces, which have been designed to minimise the risk for children and adults, particularly as pedestrians, as they move into and out of the car parks. Double and triple parking is particularly dangerous, as children can be hidden as they move between cars. As well as the central car parking spaces in front of the school, please consider using the car parking areas marked out next to the oval or along the side streets bordering the school such as Rohan, Mack, Pritchard or Chauncy Crescents. We appreciate your cooperation, as keeping our Richardson children as safe as possible is our main focus.

16. **School Psychologist:**
    We have a registered psychologist who can provide individual support to students, parents and teachers. Parents can contact the School Psychologist through the school or
17. School Chaplain:
Our RPS chaplain is Lydia Ashford. Lydia works at the school on Wednesdays and Thursdays. She provides support and referrals to students, parents and teachers. Parents can contact the chaplain through the school office. Parents or carers will be contacted to give permission for students to participate in the voluntary programs run by the chaplain. She also works with students in class settings. If parents have any questions or comments, please contact the school office.

18. School Starting Time is 9.00am:
There is limited playground supervision before school. Classes begin at 9.00am. Students are reminded to come to the front office if they have a problem. Please send your children as close to 8.55am as possible. (If children are here a little before 8.55am they are asked to remain in the playground inside the main gates where a staff member is on duty from 8.45am). Preschool sessions start at 9:00am and parents are required to stay with their child/ren until the morning sessions begins.

19. School Uniforms:
We wear GREEN AND GOLD with pride. Uniforms with the school logo are available from Savvy’s at Home World Tuggeranong. Alternatively green shorts and gold polo shirts can be purchased from local providers.

20. Smoke Free:
All public school grounds in the ACT are now smoke-free. A government policy, which prohibits smoking at all government schools came into effect on January 1, 2008. It applies to all staff, departmental officers, students, contractors and visitors, including volunteers. Under the policy, smoking is no longer allowed in enclosed and open spaces, such as ovals and car parks, or in grounds managed by the ACT Department of Education and Training.

21. Student Absences:
Class rolls are marked both morning and afternoon by the class teacher each day. All student absences are recorded using the following code. An S for when written advice has been received by the class teacher to explain that the student has been sick or ill for a particular day or for a specific number of days. An L for when written advice has been received by the class teacher to explain that the student has been on leave for a particular day or for a specific number of days. If the class teacher does not receive any information regarding a student’s absence, then an A is recorded for the specific day. All student absences and late arrivals are totalled at the end of each term and recorded on student records. Children arriving after 9.15am are asked to report to the front office and collect a late note to take to the class teacher. Your assistance with providing information for every student absence is greatly appreciated.

22. Sun Hats and Keeping Safe at All Times:
Richardson Primary school recommends that children wear broad brimmed sun hats for Terms 1 & 4. HATS are not required to be worn in Terms 2 and 3. We ask all families to be aware and take extra care regarding safety for your child/ren wearing any earrings other than studs, necklaces, jewellery, clothing or hats which have long cords that could possibly get caught on equipment. At RPS we support the safety of all children at school.

23. Unauthorised Access to School Roofs:
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.

24. Volunteers and Visitors:
All visitors, classroom helpers, and volunteers must come to the front office to sign in electronically and collect a badge to wear while in the school. This is for safety and security reasons so that we know exactly who is in the building.

25. Complaints 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.education.act.gov.au

You have the right to approach the ACT Human Rights Commission. Details are available from the Commission website: www.hrc.act.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

Thank you for your cooperation in these matters.

STUDENT MEDICATION
Please provide any updated medical action plans, clearly labelled, to the front office.

If your child developed any medical condition over the school holidays please contact the front office on 6142 3630 to discuss first aid for your child.
TERM DATES FOR 2016

TERM 1: Monday 10 October to Friday 16 December

“The School, its staff and the Territory are not aware of and make no representation as to, the truth or accuracy of the information provided in advertisements appearing in this publication. Readers should make their own enquiries in relation to the information”

TERM DATES FOR 2017

TERM 1: Monday 30 January to Friday 7 April

New students, Seahorse Class and Koori Class start school on Monday 30 January 2017 of Term 1 with all continuing students returning Tuesday 31 January 2017. Term break includes the Easter and ANZAC Day public holidays

TERM 2: Wednesday 26 April to Friday 30 June

TERM 3: Monday 17 July to Friday 22 September

TERM 4: Monday 9 October to Friday 15 December

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ACT GOVERNMENT POLICY FOR ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

The ACT Government Policy has changed for administering prescribed medication to students.

Before the school can administer medication to any student the school must have written permission from the prescribing doctor.

A letter of authorisation can be provided by the school for doctors to fill out or alternatively please request the prescribing doctor to provide a letter stating the medication name, time medication needs to be taken, start and finish date for medication.

If a written letter is not provided by the doctor parents will need to come to school to administer medication to their child. Any questions please contact the school on 6142 3630.

SCHOOL TIMES

9:00am School commences
11:00-11:30am Recess/Play
11:30-1:00pm Class Programs
1:00 – 1:15pm Supervised Lunch Eating
1:15 – 1:45pm Play
1:45 – 3:00pm Class Programs

BREKKY CLUB

Richardson Primary
Brekkky Club
When: Thursdays
Time: 8:15am
Where: Hall

Bible Stories, craft, songs, games....

To register please collect a registration form from the front office.

Kingdom Kids

When: Every Tuesday during school term
Time: 3:00 – 4:00pm
Where: School Library, Richardson Primary School

Bible Stories, craft, songs, games....

To register please collect a registration form from the front office.
SCHOOL TO PARENT COMMUNICATION

The Richardson Primary School App enhances school to parent communication. It is compatible with iPhone and Android smart phones. It removes the need for paper absence notes, allows access to the newsletter and our Facebook page as well as allows us to send important reminders and messages. The app is a free download.

Richardson Primary has a Facebook page to keep you up to date about things happening at our school on a daily basis. We would love you to “like us” and become part of our RPS Facebook Community.

P&C Meetings For Term 4
Monday 24 October 2016 in the Library at 3:15pm
Monday 5 December  2016 in the Library at 3:15pm
All Welcome. Hope To See You There.

AUTHENTIC TAEKWON-DO TUGGERANONG

Authentic Taekwon-Do Tuggeranong, Canberra’s premier Taekwon-Do Academy.

SPECIAL FOR RICHARDSON STUDENTS FRIENDS & FAMILIES

Half price start up of $100. Includes Lifetime membership, Uniform & First month training fee.
Must sign up before June 30 2016
Classes are held every Monday and Wednesday night’s at 6pm
in the Richardson Primary Hall

AUTHTKD@GMAIL.COM          MOB– 0431730025
Hello and welcome back to what's set to be an exciting term 4,

We hope you have all enjoyed your holidays.

Unfortunately our news begins with the announcement that due to a lack of volunteers and support in the planning we will not be running another sausage sizzle at the upcoming Election Day.

On a brighter note we have a few things to look forward to this term.

**Monday 31st October**
- Spooky Halloween Dress Up Day
- **Cost**: gold coin donation

**Wednesday 23rd November**
- Burger Day
- **Cost**: $4.50

**Friday 2nd December**
- Richardson Community Celebration
- **Cost**: from 50c

We will be sending out another cookie dough order form closer to the end of term for those who would like to order more yummy cookie dough. They have some great Christmas specials!

Don't forget school hats are available for sale from the front office for $15. Remember hats are a requirement for all students when playing outside during term 4 and term 1.

As always you are invited to attend the next P&C meeting to be held on Monday 24th October, starting at 3.15pm in the library.

The suggestion box is still located in the front foyer.

Thank you, and again welcome back!
Richardson Primary School P&C
ENROLMENT FOR 2017

Dear Parents and Carers,

We are about to commence the process of drawing up plans for the class and school structure for 2017. This requires accurate information on enrolments for next year. We would also be interested in hearing any feedback or comments you may have in relation to class sizes, location and organisation.

In addition to the details concerning enrolment, I invite all parents and carers to provide any other information or make requests, which we can take into consideration when attempting to make the most appropriate placement for your child/ren in 2017. It would assist us greatly, and be an advantage to our children, if parents and carers could complete and return this form to the front office.

Any information you provide will remain strictly confidential. You may wish to discuss your comments with Brooke Calvert or myself. The details you provide will be used as a guide for placing students in classes for the 2017 school year. If we can assist you in any way please make contact via the front office on 6142 3630.

With thanks,

Jason Borton
Principal

ENROLMENT DETAILS FOR 2017 SCHOOL YEAR

My child __________________________________________________________________
of class _________________________________  will be:

(Please tick appropriate option)

☐ Returning to Richardson Primary in 2017

OR

☐ Enrolling at another school for 2017. Name of new school _________________

CONFIDENTIAL INFORMATION TO ASSIST IN CLASS PLACEMENT IN 2017

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signed:________________________________                                        Date:____________

Phone Contact Details: ________________________________________________________
ACT RURAL FIRE SERVICE
OPEN DAY & FIELD DAY

Sunday 23 October 2016 from 10am till 3pm

All you need to know about bushfire in the one place and meet the people that help protect you each bushfire season

Welcome to Country • Smoking Ceremony
firefighting demonstrations • joy flights
bushfire preparedness tips • jumping castles
face painting • petting zoo • food stalls
free parking • lucky door prize • and more...

ACTRFS helicopter base at Hume, next to Southcare, 68 David Warren Rd off the Monaro Hwy.

PREPARE.ACT.SURVIVE.
This bushfire season.

ACT Public Schools
So much more to offer
Parents, Young People and Alcohol
Community Information Forum

7:00 pm – 8:30 pm

Tuesday 11th October 2016
Wednesday 12th October 2016
Tuesday 15th November 2016
Wednesday 16th November 2016

UC High School Kaleen, Kaleen
Caroline Chisholm School – Senior Campus, Chisholm
Canberra Grammar School, Red Hill
Emmaus Christian School, Dickson

This forum aims to increase knowledge about alcohol use among secondary school students and the risk of harms as well as provide information about the role of parents, carers and community members in reducing harms. Strategies and useful resources will be provided on the night to assist parents, teachers and schools.

This informative and engaging session will involve a 40-minute presentation by expert drug and alcohol trainer, Annie Bleeker, followed by an open forum for questions.

Audience: Parents, carers, guardians, teachers and adult school community
Registration: The event is free to attend however is registration is required. Please visit:
http://actonalcohol.eventbrite.com.au/?s=68960330

For further information please visit the Act on Alcohol website: www.act-on-alcohol.org.au

Supported by

ACT Public Schools
So much more to offer
Come to our
Buy One, Get One
FREE Book Fair!

Dates / Times / Place
21-25 November 2016
8:30-9:30 & 2:30-3:30
Richardson Primary School
Meeting Room

*SCHOLASTIC*
*All free items must be of equal or lesser value than the ones you buy. Titles vary by Book Fair. All items at your Book Fair are available only while stocks last!*
Choose from 100s of Books and Build Your Home Library

Scholastic Book Fairs is coming to our school with a Buy One Get One Free! Book Fair! This special event offers a great opportunity for you to add twice as many books to your child’s home and classroom library.

For every book purchased you receive a second book of equal or lesser value FREE to give as a gift to a friend, teacher, donate back to the library or keep yourself.