

11 February 2022

Dear Parents and Carers,

We have had a fabulous start to the school year. Students are settling in beautifully and teachers are looking forward to meeting with you via phone or a google meet in week 3 and 4. Children and staff are adapting positively to the changes we have made to the timetable to ensure a safe learning environment.

The first couple of weeks of school are the most important in terms of developing relationships and establishing a positive classroom culture. Teachers work hard during this time to get to know their students and to establish a safe and welcoming classroom environment where activities designed to foster respect, trust, and collaboration feature heavily throughout the school day. All classes have been creating their essential agreements/class rules that clearly outline what learning and behaviour is expected. Once these have been developed collaboratively, time is given to modelling and practising these expectations with students. The DAB box at the front office is almost full with many of our students recognised for being respectful, positive learners and safe; our whole school expectations for behaviour and learning. Each Essential Agreement will be emailed home to families.

On behalf of the staff, I would like to extend my welcome to every child and family at Richardson Primary in 2022, especially to the many new families who have joined our school community this year. The leadership team supporting Anna this year includes Sally Alexander - Deputy Principal and Executive Teachers – Natalie Hogan, Ben Smith and Kayla Catling. All the leadership team are here to support students, staff and parents. If you have any questions or concerns, big or small, please do not hesitate to talk to your child's teacher. However, there may be times when the teacher is unable to help you, or you may feel that you would like someone else to talk to. On those occasions, please come to see a member of the leadership team. We want to work in partnership with you and, the sooner we are aware of a concern, the faster we can work together to find a solution.

It may be helpful for you to know which Executive teachers are allocated to each part of the school.

- Learning Support Unit and Arts and STEM: Sally Alexander
- Preschool, Kindergarten, Year 1 and 2: Natalie Hogan
- Years 3 to 6: Ben Smith
- Intervention: Kayla Catling

We welcome the following new staff members to the Richardson Team:

- Deborah Desmond, Kindergarten classroom teacher
- Ashleigh Williams, Year 1/2 classroom teacher
- Tracey Hosking, Learning Support Unit, Support Staff
- Kayla Catling Executive Teacher

Our school timetable during the day is looking a little different to enable a COVID safe playground we have different times for Juniors Kindergarten – Year 2 and Seniors Years 3-6. Eating times have altered for K-2 they have supervised lunch eating at 11.30 am and 3-6 have supervised lunch eating at 11.15.

| Kindergarten – Year 2 | | Years 3-6 | |
|-----------------------|-----------------|-------------|-----------------|
| 9-11 am | Session 1 | 9-11.30 am | Session 1 |
| 11-11.30 am | Lunch playtime | 11.30-12.00 | Lunch playtime |
| 11.30-1 pm | Session 2 | 12-1.30 pm | Session 2 |
| 1 -1.30 pm | Recess playtime | 1.30-2 pm | Recess playtime |
| 1.30- 3 pm | Session 3 | 2-3 pm | Session 3 |

Other happenings:

- Mrs D and Ms Smith will begin conducting BASE testing with their kindergarten classes in week 3
- Seesaw to communicate and share student learning will be up and running soon, we are just waiting for the final paperwork to be complete
- Facebook posts are used to celebrate student achievement and community connections – awards will begin soon for PBL
- Unfortunately, we cannot hold assemblies or carnivals until further we will look forward to alternative ways to celebrate the learning
- Term overviews from classes will be emailed home next wee
- Rapid Antigen Tests will be put in bags again on Friday week 2 and Friday week 3. Parents are encouraged to test children on Monday and Wednesday's before coming to school.
- Book pack portal will remain open until 28 February for families needing to order book packs.

School Board – we are looking for parent nominations for the School Board. The School Board works in partnership with the principal and other members of the Board to act in the best interests of the school and all students. Please see the attached nomination form.

Kind regards

Sally Alexander | a/g Principal

Phone: (02) 6142 3630 | Email: sally.alexander@ed.act.edu.au

Richardson Primary School acknowledges the Ngunnawal people, the traditional custodians of this land. We would also like to pay respect to the United Ngunnawal Elders Council and to the Elders, both past and present of the Ngunnawal nation. We also extend that respect to other Aboriginal and Torres Strait Islander people in our community.

TERM 1 STAFF 2022

Executive Team & Administration Staff

Principal – Anna Wilson

Deputy Principal – Sally Alexander

Executive Teacher Kindergarten & Preschool - Natalie Hogan

Executive Teacher Year 1/2 – Natalie Hogan

Executive Teacher Year 3/4/5/6 – Ben Smith

Team Leader LSU – Sally Alexander

EALD – Kayla Catling

Business Manager – Stephanie Bermingham

School Secretary/Enrolments Officer – Marie Annesley

Building Service Officer – Peter Kobold

Koori Preschool Staff

Sue Turtle

LSA: Kian Grainger

Black Cockatoos / Swans Preschool Unit Staff

Jasmin Nuzda

LSA: Glenise Henderson

Possum Magic Unit Staff

Amie Smith – KS

Deborah Desmond – KD

LSA: Tamara Blake

Kirrang Unit Staff

Barbara Martin – 1/2M

Ashleigh Williams – 1/2W

LSU

Anne Tow

LSA: Tracey Hosking

Iterika Unit Staff

Luke Behrendorff – 3/4B

Jen Glover – 3/4G

Kakadu Unit Staff

Lauren Ritchie – 5/6R

Danielle Geeves – 5/6G

LSA: Kylie Crabtree

Creative Arts - Andrew Fraser

Youth Worker - Brodi Allingham

Release Teachers

Jayne Queripel

Sarah James

Library Staff - David Hutchison

REMINDERS

School Phone Number: 6142 3630

School email: info@richardsonps.act.edu.au

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 and staff with Asthma and gluten, nut, artificial colouring / preservatives allergies presenting in our school and the wider community. Our 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 have 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 doctor. Forms can be provided by the school upon request. We would be grateful if such letters regarding medication could be sent as soon as possible.

4. Bikes and 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.



5. Canteen:

Healthy Kids Association will operate from Calwell High School and deliver lunches to Richardson Primary School every Friday at 11:00am. The menu has a variety of freshly made food and drinks that have been approved by the National Healthy School Guidelines. The ordering process has been streamlined using an online service called flexi schools where you can plan ahead and make an order the night before. All orders must be completed online



6. 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.

7. Containers for food:

Tins (especially lids) and glass containers are dangerous to have in lunch boxes. We encourage you to use reusable plastic containers at all times.

8. Current Contact Numbers:

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

9. 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.

10. 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 of coming events.

11. 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.



12. 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 at the front office area in a basket labelled "lost property". 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.

13. 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.

14. 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.



15. Retrieving Items from the Roof:

Mr Kobold is the only staff member who has undertaken additional training regarding safety with accessing the roof. As a result, he will only be able to access the roof once a fortnight to retrieve any items that have found their way onto the roof.

16. 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.

17. School Psychologist:

We have a registered psychologist, Ashleigh Dolan, who can provide individual support to students, parents and teachers. Parents or carers will always be contacted to give permission for the School Psychologist to work with a child. If you wish to make an appointment contact our Deputy Principal on 6142 3630.

18. School Uniforms:

We wear GREEN AND GOLD with pride. Green shorts and gold polo shirts can be purchased from local providers.

19. 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 and 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. This is for safety and security reasons so that we know exactly who is in the building.



25. 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.education.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.

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

Flexi School Lunch Orders

Healthy Kids Association welcomes you to another year of providing your school with healthy lunches.

We are a not for profit organisation and our mission is to promote and influence healthy food choices for children.

Your lunches will be delivered every Friday for the 11.00 break, lunch orders will need to be placed by 8.30am.

Order lunches online at Flexischools.com.au or you can download the new Flexischools App. REMINDER: Please ensure you update your child's new classroom for 2022.

Looking forward to continuing our service to you.

Canteen team - Kerry & Lucy



SCHOOL AGE CARE

Before and after school care is available at Richardson Primary School. Enrolment forms are available from www.ywca-canberra.org.au or from the front office. Once you have completed the enrolment form you will need to scan and email to childcareaccounts@ywca-canberra.org.au. Contact details for the YWCA:

Phone: 6180 5777

Address: Level 2, 71 Northbourne Avenue, Canberra ACT 2601

Postal Address: YWCA Canberra, GPO Box 767,

MEDICATION

DEPARTMENTAL POLICY REQUIRES SCHOOLS TO ENSURE THAT:

Any request for administering medications must be in writing. The school **will not** administer medication without required documentation. **No medications can be left in students school bags.**

The medication must be accompanied by clear written instructions on the method of administration, timing and dosage, and signed by a doctor. Forms can be provided by the school upon request.

We would be grateful if such documents regarding medication could be sent to the school to ensure we are following the departmental policy and medical records are up to date.

SCHOOL TIMES

9:00 - 11:00am

11:00 - 11:15am Supervised Lunch Eating

11:15 - 11:45am Lunch Time Play

11:45 - 1:15pm Middle Session

1:15 - 1:45pm Recess/Play

1:45 - 3:00pm Afternoon Session

TERM ONE WITH YWCA CANBERRA YOUTH PROGRAMS

TUESDAYS

DROP IN

Join us and grab some food, play a game of pool, skate out the front, produce music, and chill out. This program is for young people aged 10 - 25.

3:00pm - 5:00pm

Mura Lanyon Youth and Community Centre

A-Z SEXUALITY AND GENDER DIVERSE SOCIAL GROUP

A-Z is a social support group for gender and sexuality diverse young people and allies aged 12 - 25.

5:00pm - 7:00pm

Mura Lanyon Youth and Community Centre



WEDNESDAYS & THURSDAYS

CLUBHOUSE

Join us to explore areas like coding, game design, electronics, photography, videography, art and craft, music producing, and more. This program is for young people aged 10 - 18.

3:00pm - 6:00pm

Mura Lanyon Youth and
Community Centre

