

2 February 2023

Richardson Primary Reporter

Caring and Sharing

A small school achieving BIG Things

Dear Parents and Carers,

Welcome back! We have had a very settled start to the school year.

Our teachers and support staff returned to school last Tuesday where we spent the day reconnecting, learning about the improvement priorities that will drive what we do and planning for the year ahead. We returned the following day to engage with day one of our Berry Street Education Model training. Friday was spent setting up classrooms ready for learning and the return of our students.

It was lovely to welcome on Monday our newest members of the RPS community, our preschool and Kindergarten students and their families. Tuesday saw the return of our year one to six students with a brief welcome assembly in the hall. At this gathering I was pleased to announce the return of many of our much loved, pre COVID activities that connect us with our community. I also outlined some new initiatives that we will trial this year. Here is a snapshot of what we have planned for 2023:

- Welcome Breakfast BBQ every term starting tomorrow from 8.30am
- Parent Information Sessions in Week 3 (Tuesday Kindy 3.15-4.00pm, 1/2 4.05-4.50pm and Wednesday 3/4 3.15-4.00pm, 5/6 4.05-4.50pm)
- Look in a Book mornings in the library
- Drop-in Days, where we will open our doors to families to observe teachers teaching and students learning
- Parent helpers back in classrooms
- Art Show
- Grandparents Day
- End of term Learning Journey and
- Coffee catch-ups with the leadership team after every assembly.

The first few of weeks of school are the most important in terms of developing relationships and establishing a positive classroom culture. Our 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 2023, especially to the many new families who have joined our school community this year. The leadership team supporting me this year includes Sally Alexander - Deputy Principal and Executive Teachers – Natalie Hogan, Ben Smith and Kayla Hayward (nee 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.

- Small Group Program and Specialists: Sally Alexander
- Preschool, Kindergarten, Year 1 and 2: Natalie Hogan
- Years 3 to 6: Ben Smith
- Intervention: Kayla Hayward

Preschool

Cockatoos (M,T and alternate W) – Jasmin Nuzda and Glenise Henderson

Butterflies (Koori M, T alternate W) – Sarah James and Manda Fleming

Swans (alternate W, Th, F) – Jasmin Nuzda and Glenise Henderson

Kindergarten

Sue Turtle

Year 1 /2 and LSU

Barbara Martin, Amie Smith and Deborah Desmond

LSU

Anne Tow (4 days), Jayne Queripel (1 day), Tracey Mitchell and Kylie Crabtree

Year 3 /4

Jen Glover and Luke Behrendorff

Year 5/6

Lauren Ritchie and Danielle Geeves

Specialist Release Role – Andrew Fraser – Arts, Jayne Queripel Design Technology

Admin Staff/Volunteers

Business Manager – Stephanie Bermingham

School Secretary and Enrolments Office – Marie Annesley

Building Services Officer – Kelvin Curtis

LSA – Tamara Blake

LSA – Kian Grainger

LSA – Daniel Tedeschi

LSA/Small Group Program – Kylie Crabtree

Small Group Program LSA – Tracey Mitchell

Preschool – Glenise Henderson

Koori Preschool – Manda Fleming

School Psychologist – Sophie Carroll

Indigenous Education Officer – Barbara Fleming

School Library Assistant – David Hutchinson

I look forward to seeing many of you tomorrow morning for our Welcome Breakfast BBQ from 8.30am.

Kind regards,
Anna Wilson
Principal

“Meet the Dream Team, 2023”



1/2 Team: Mrs Hayward, Mr Daniel, Mrs Hogan, Miss Smith, Miss Tamara, Mrs Desmond & Mrs Martin



3/4 Team: Mr Kian, Mr Smith, Mrs Glover & Mr Behrendorff



5/6 Team: Miss Kylie, Mr Smith, Mrs Geeves & Miss Ritchie



Preschool & Kindergarten Team: Mr Daniel, Mrs Hogan, Mrs Turtle, Miss Queripel, Miss James, Mrs Nuzda & Miss Glenise



Learning Support & Specialist Team: Mr Daniel, Miss Tracey, Mr Fraser, Mr Desmond, Mrs Tow, Ms Fleming, Miss Queripel, Miss Sally, Mrs Lugg-Restall & Miss Kylie



Koori Preschool Educator: Miss Manda



Front Office: Miss Marie, Miss Steph & Miss Tamara



BSO: Mr Kel



Leadership Team: Mrs Hayward, Mr Smith, Mrs Wilson, Miss Sally, Mrs Hogan & Miss Steph



Library Assistant: Mr David

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Richardson Primary 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 and rectify any safety risks we are unaware exist around the school.

2. Allergy Aware:

We currently have a number of children and staff with gluten, nut, artificial colouring/preservative allergies 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. 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 your child/ren arrive after 9am or need to leave before 3pm please advise the front office so your child/ren can be signed in/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 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.

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 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.

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.

17. School Psychologist:

We have a registered psychologist 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 morning and afternoon by the class teacher. 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.

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.

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

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Richardson Primary P and C news

Welcome back to all students for the new year, we hope we will have a fun and fulfilling year full of adventures and learning. The P and C are raring and ready to go for an awesome 2023.

Thankyou to all that have donated used uniforms to our P and C, we have been able to revive them and will now be available for purchase before and after school 8.45am and 3.15pm Thursday and Friday for the next two weeks. Because stock is limited, we encourage you to message us on facebook or email us at richardsonps.pandc@gmail.com beforehand so we can have things ready for you, and to avoid disappointment. In addition, if you have any old clothes you would like to donate to us, please contact us to arrange collection.

Our Annual General Meeting will be held in week 3, in the school library in this meeting we discuss our fundraising ideas, our spending goals and we also vote on a new p and c committee. If you would like to be involved in any of this, please let us know and come to our meeting to have your say. Positions available are President, Vice president, secretary and treasurer – I can personally vouch its an exciting project to be apart of, and I urge anyone who would like to have a say, to join.

Thanks

Melissa

**RICHARDSON PRIMARY SCHOOL
P&C ASSOCIATION INC**

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