Genera Information for Year 5 Parents

Library: Wednesday with Mrs. Jo Neilson
Music: Tuesday with Mr. Dominic Meagher.
Class Sport: Monday with Class Teacher-Sports Uniform
PE: Wednesday with Mrs. Carolan-Sports Uniform

Homework: (Year 5-50minutes per School Policy) Homework given out Wednesday and to be returned following Tuesday. This enables students to have the weekend to complete some homework due to many afterschool activities during the working week.
Homework will consist of
- Reading 20min every night.
- Spelling/Grammar
- Maths Text
- A set task related to a Key Learning Area. E.g. Religion, Health, History or Science.

Message Folder: All students are required to have a message folder. The message folder is used for communication between home and school and must be brought to and from school every day. All notes, homework will be placed in the message folder.

Absentees: If your child is absent from school for any reason we are required to have a written explanation for their absence. Please ensure that your child is sent to school with a note explaining their absence on returning. Failure to produce a note within seven days will result in an unexplained absence on the legal attendance roll.

Late arrivals & early departures: As a result of new legislation to manage student attendance, the school must record precise times of Late Arrival or Early Departure for all students using the required relevant codes. The procedure below will be followed at a Prouille.

- **Late Arrivals**: Any student arriving at school after 9.00am must proceed to the school office to be signed in.
- **Early Departures**: Any students leaving school before 3.00pm (K, Yr1 and Yr2) and 3.15pm (Yrs. 3-6) must be signed out in the school office, with the departure time recorded.
- Late arrivals and early departures are marked as partial absences in the roll. They require a written explanation that is then recorded in the roll using the relevant code explaining the reason for the lateness/early departure. Teachers will ask your child for this note. Parents are required to provide a signed written explanation within seven days after the lateness/early departure. After seven days, if a written explanation has not been received, then the roll is marked “Unjustified Absence”.

Notes: All notes are to be sent to school via your child’s message folder. Please place notes in an envelope addressed clearly to the recipient and notes will be re-directed from the classroom. **Please do not take or send notes directly to the school office.**
Money: It would be greatly appreciated if monies were put into an envelope with your child’s name, class and details of the contents (for sausage roll days etc) on the front and sent promptly to the school.

Hats: School Hats only are to be worn all year round. If your child doesn’t bring a hat to school they will be asked to sit in the shade throughout recess and lunch. “No Hat, No Play”.

Labeling
Please label all items your child brings to school. Labeling of lunch boxes, jumpers, hats and any other item brought to school i.e. musical Instrument. We ask parents to check the labels each term as the labeling does disappear due to ‘wear and tear’.

Sun block
Please have your child apply sun block before school.

Morning Supervision
On arrival to students are required to move to the large playground behind school hall. Children will be supervised in this area from 8.25am until they are collected by their class teacher at 8.55am.

Birthdays
If you would like to send in something to celebrate your child’s birthday we ask that you select an item that is easy to hand out, e.g. cupcakes. As you can appreciate large cakes sent to the school for the teacher to cut and distribute can be difficult in a classroom situation. Please keep in mind those children with allergies or food intolerances.

Medication
If your child requires medication please put in writing with his/her name, time and dosage. This will be sent to the office and administered by the office staff. If your child is sick– please keep them at home.

Appointments: If you would like to meet with your child’s teacher for any reason please send a note via your child’s message folder or contact Carol White in the office. Please understand that during the mornings going into class and afternoons at dismissal time, our attention is on the children and their safety. You can appreciate we are unable to give you our complete attention at that time, however your concerns are important to us, so please don’t hesitate making an appointment!

Dates to Remember:-
- Bathurst Camp-Term 2, Week 9- Monday 20th & Tuesday 21st June.
- Year Five Family Mass, Term 3- Sunday Week 31st August.

We are looking forward to working in partnership with you, to ensure a happy and enriching year for your child.
Kind regards,
Kate Roberts and Louise O’Brien-Pounde