If a child forgets their lunch or loses the money, the lunch will be organised by the office staff on the understanding that the following information should be written on a plain brown paper bag with correct money enclosed where possible:

**Canteen Ordering Procedure**

Lunches can be purchased from the Canteen. Price lists are sent home at the beginning of the year. Extra lists are available

How to be MONA-ificent in the Art room.

- Eyes on the speaker
- Lips closed
- Hands still

**PLAY LUNCH**

Parents are advised to provide each child with ‘PLAY LUNCH’ that is something suitable to eat and/or drink at the first recess break e.g. Cut vegetables and/or fruit. Play lunch should be wrapped separately.

**Canteen**

Students should be provided with a healthy lunch that could include a drink (no glass containers are permitted). Lunch boxes and drink containers should be clearly labelled with the student’s name. Staff supervise the eating of lunch indoors.

**HEALTHY EATING**

At Kings Park Primary we are proud to promote healthy eating choices. Therefore you are requested to pack healthy food for students to eat at recess and lunch. Fast foods are not considered healthy food options and are not permitted to be brought to school.

**ART by ANDY WARHOL**

The National Gallery of Victoria currently has an exhibition of the works of artists Andy Warhol and Ai Weiwei. Every Sunday from 1 - 6pm there will be family friendly activities, free music, barbecues and art-inspired ice cream.

**Kings Park Primary School**

**Principal’s Message**

Welcome to the 2016 school year.

An excellent start has been made to what promises to be another very successful school year.

All our staff at Kings Park are very dedicated, enthusiastic and passionate about their work and are looking forward to another very successful school year. I look forward to meeting each of you and to working with you and your children throughout the year.

This year we are pleased to welcome 3 new staff members Ms West 6W, Ms Ismakic 2E and Ms Nguyen JN we know they will be a wonderful addition to our Kings Park team. We also officially welcome back Mr Jaye Giacomin this year as our new Assistant Principal.

As we welcome the new we also farewell one of our best -Ms Beecham who leaves us this week to start her family. We wish Ms Beecham all the very best as she takes some time to rest and relax before her new baby arrives.

Congratulations!

Please contact us if you have any concerns and/or questions about the school’s program and procedures. An opportunity for you to “meet the teacher” has been scheduled for week 4 (Monday 15th – Friday 19th February), a notice with all the details has been sent home.

**CAMP, SPORTS AND EXCURSIONS FUND (CSEF)**

A letter has been sent home requesting families who are on a Health Care Card or Pension Card to come to the office so that we may complete a form to apply for the grant of $125.00 on your behalf. This grant can be used to pay for excursions, camps etc during the year.

If you were on this grant last year, the total that was not used will be carried forward.

Cards must be presented by the end of February and your card must be valid on 27th January, 2016.

**School Consumable Item Payment**

This payment of $120.00 covers for your child’s books and supplies for the entire year. All families are required to pay this amount as the Education Maintenance Allowance has been removed.

If you have not yet paid this, could you please do so as soon as possible. If you need to pay this in instalments, please contact the office and a payment booklet will be issued.

Please contact the office on 9367 6555. If you have any queries please contact the office on 9367 6555.
SCHOOL TIMES

8.55am  Students should be at school by 8.55am
9.00am  School commences PLEASE DON’T BE LATE
9.00am – 11:00am  Sessions 1 & 2
11.00am - 11.20am  Recess
11.20am - 12.45pm  Lesson 3
12.45pm - 1.00pm  Lunch in classroom
1.00pm - 1.30pm  Lunch outside
1.30pm - 3.20pm  Lessons 4 & 5
3.20pm  Dismissal

TRAFFIC SAFETY AROUND THE SCHOOL

Students are NOT permitted to walk through the school car park even when accompanied by an adult.

Students and parents should use the pedestrian crossing on Gillespie Rd & Kurung Dr. A little inconvenience to walk to the crossing could result in a life saved.

Parents are role models and should set a good example by using the pedestrian crossing - there have been many accidents involving students inappropriately crossing the road. Many times I hear from parents that they want the best for their children and then observe them inappropriately crossing a busy road. Good safe habits can only be developed when parents set the standard. If you care then you will use the crossing-after an accident being sorry will not put things right or repair the damage.

Normal traffic rules apply around the school. In the interest of student safety please observe the rules. Penalties (fines) are issued by local government traffic officers and police for traffic infringements.

- Observe 40 kph speed limit
- Avoid double parking
- No U – turns
- Don’t leave your vehicle unattended with toddlers in the car
- Park only in designated areas
- Don’t park on the footpath

Please note that the school car park is only for use by staff and deliveries. Parents are not permitted to use the staff car park.

PERSONAL EQUIPMENT AT SCHOOL

Parents, staff and students are not to bring any unnecessary or particularly valuable items to school”. The Department of Education and Training does not hold insurance for personal property. This includes such items as electronic games, toys, mobile phones, calculators, sporting equipment and items such as bikes, scooters and skateboards.

SCHOOL DRESS CODE

The Kings Park Primary School Council has determined that all students attending Kings Park Primary School must wear the official approved school uniform. A full uniform list was sent home for your information at the end of 2015. If you are unsure what our uniform consists of a list is available from the office.

Uniforms are available from the school office during school office hours 8.30am to 4.00pm.

LOST PROPERTY

Lost property is kept outside the office. Clothing that is clearly named is redistributed at the end of each day. Other items are kept until the end of term. If unclaimed, they are then sent to a local charity or recycled for emergency clothing. Please name all your child’s belongings clearly with a permanent marker including clothes, lunch boxes and drink bottles.

STUDENT DISMISSAL PROCEDURE AT 3.20PM

Your cooperation is requested with the following procedure to ensure that there is the minimum disruption to classes and safe procedures are practised.

Please wait outside the building when waiting to collect students when school finishes at 3.20pm. Students from Prep/1 and Year 2 classes are dismissed from the classrooms via the external doors. All Prep/1 and Year 2 remaining in classrooms at 3.30pm will be taken to the office for collection.

PLEASE ADVISE THE OFFICE IF YOU WILL BE LATE TO COLLECT YOUR CHILD FROM SCHOOL.

Students, parents, carers and older siblings are encouraged to arrange to meet students from years 3 to 6 at a designated meeting place in the school yard. Check with your child’s class teacher if you are unsure of which door to wait at.

COLLECTING STUDENTS DURING SCHOOL TIME

Students can only be released from school during school hours for medical, dental or in an emergency and only if a parent/guardian or a person authorised by a parent/guardian has first visited the school office.

The office staff will issue an authorisation confirming that the student is to be released from school. Teachers will not release a student from a class unless they have received the correct authorisation from the office. To avoid disruption students are not released from class after 3.00pm. Please call at the office prior to 3.00pm if you have a legitimate reason for an earlier dismissal

This procedure is necessary for the welfare and safety of the students in our care. Your cooperation with these procedures is required.

STUDENT ATTENDANCE

Students are required to attend school every school day.

Legitimate reasons for being away are for illness & medical appointments that cannot be made out of school hours.

A late night, family shopping trip, baby sitting siblings are not acceptable reasons for a child to miss attending school.

All students are required to attend school every school day.

Parents/guardians are required to inform the school each time a child is absent from school. You may do this in person, by writing a note or telephoning the office.

(93676555).

JEWELLERY

In the interest of student health and safety, the only jewellery to be worn at school is a watch, and studs or sleeper earrings.

HATS/HAIR

Students are required to wear school hats for protection against the sun. Hats in the school colours are available for purchase at the school. Long hair should be tied back at all times.

FOOTWEAR

It is essential in the interest of Student Health, Welfare and Safety that students wear appropriate footwear. Inappropriate footwear (built-up shoes, clogs, thongs, etc) that restricts participation in school activities are not permitted.