



**Principal:** Sue Woppard  
**Deputy Principal:** Wayne Hunt  
**A/Assistant Principal:** Ashley Blight  
**Assistant Principal:** Anthony Fischer

## Colonel Light Gardens Primary School Newsletter

Date: 14<sup>th</sup> February 2013 Issue: 02

### Diary Dates

#### February

Tuesday 19<sup>th</sup>  
Wednesday 20<sup>th</sup>  
Wednesday 20<sup>th</sup>  
Thursday 21<sup>st</sup>

Acquaintance night  
Festival Choir Cluster 11:30am-12:30pm in Langley Hall  
Room 8 & 9 – Aquatics at West Lakes  
Room 3 & 4 – Aquatics at West Lakes

### Contributing to our school community

#### Dear parents, carers, students and community friends,

Our school relies on strong parent support to enable many of our programs to occur. Parents are also important in setting the directions, policies and procedures of the school. This is done through the Governing Council and its subcommittees. Please consider becoming involved through one of the parent committees of the school:

#### Governing Council

This important parent group has the legal responsibility for the governance of the school. Meetings are held twice a term on a Monday evening and deal with issues such as the budget, fees, school policies, goals and directions.

The Governing Council has a number of sub-committees:

**Finance** committee meets twice a term and its chairperson, the Treasurer reports to Governing Council. This committee looks carefully at the school's financial statements; helps develop the budget and monitors spending. It has teacher and parent representatives, including the school finance officer.

The **Education** committee responds on behalf of the Council to consultation papers sent by DECD (such as the recent Literacy & Numeracy Strategy paper) and providing advice on what parents might find useful in the way of parent information workshops. They meet at least once a term, as required.

**Sport** oversees the organisation of the sports opportunities we offer out of school hours. It has representation from all the competitive sports and Governing Council. It sets policy and fees, registers teams and promotes our code of conduct. It meets at least once a term of an evening as needed to get sports seasons organised.

The **OSHC** Committee has membership from parents who use OSHC and a representative from Governing Council. It examines policy and procedures, OSHC fees and budgets and makes program recommendations. It meets of an evening once a term or as required.

**Canteen** committee meets in the day twice a term and provides advice on menus, compliance with relevant food and safety legislation and monitors the financial performance of the canteen.

The **School Environment** committee plans for the development of our grounds to ensure a safe and stimulating environment. It organises working bees and promotes environmental projects for students. It meets during the day as needed.

**Fundraising** committee plans our fundraising events for the year. It then co-opts parents to help out with each event.

Please consider if you can give up an hour or two twice a term to help these committees.

If you would like more information on any of the committees please speak to any of the Leadership Team or John Harvey, Governing Council Chairperson. Or you could ask for the name of a parent who has served on the committee previously. Return the tear-off slip to express interest in joining one of the committees.

#### Governing Council AGM and Elections

The 2013 Annual General Meeting of parents will be held on **Tuesday, March 5th** immediately following the Cyber Safety Parent Workshop. The meeting will be brief and consist of presentation of the Annual Report followed by the election of six Council members for a term of two years. There will be real vacancies to be filled on Governing Council. If you would like to nominate for Council or a sub-committee, please complete the tear off slip in this newsletter and return it to the school office, addressed to Sue Woppard.

We would like to extend our thanks to **Lynne Giles-Angley, Judy Croft, Mel Lawton, Anna Smith, George Tsoustos and Odile Ruijs** for their work on Council over the last two years.



Government of South Australia

Department for Education and  
Child Development

CRICOS Provider Number 0018A

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## Attendance & Lateness

Recent studies undertaken in Australia and around the world have shown that the biggest contributor to students having difficulties with their learning and falling behind their peers is poor attendance and /or lateness to school.

Students who regularly miss, or are late to school, often:

- develop gaps in their knowledge and understanding
- find it difficult to maintain their friendships
- lose confidence and self esteem

In 2013 we are aiming to achieve over 95% attendance. We are reviewing our follow-up procedures to ensure we take early action. One area of concern is the number of exemptions applied for, nearly always for the purpose of family holiday. Please look carefully at the term dates and school closure days when planning your holidays to minimise disruption to your child's learning.

However, of greater concern still is the number of students arriving late to school. Last year our school recorded 2,359 student late arrivals! This is clearly unacceptable. While we appreciate that there will always be problems that may hold up families on the odd occasion, we are keen to ensure that the start to the learning day is as smooth as possible.

At CLG, the school instruction time commences at 8.50am. We have a two siren system in the morning. The first siren at 8.45am is for students to make their way to their classroom and the 8.50am siren is the beginning of the teaching and learning. It is expected that students and teachers alike are ready to commence the start to the learning program for the day.

In the 10 minutes prior to 8.50am (from 8.40 – 8.50am) the classrooms are open to allow students to get organised for the day by doing such things as organising lunch orders and handing in notes, getting books organised for the day and changing readers. There is also the opportunity to meet and greet classmates and for parents to quickly communicate with the teacher.

At 8.50am, all should be ready for the start of the day with the teacher ready to mark the roll for attendance and lateness. Arrivals after this time may cause your child to feel embarrassed or unsettled and cause disruption to other class members.

The first 10 minutes of instruction time (8.50 – 9am) is crucial for everyone in the class as it often establishes the climate and routine for the day. Please ensure you are doing your utmost as a parent to contribute to the success of your child, your child's class and the class teacher by arriving before the school day starts at 8.50am.

## Staff Changes

Our Assistant Principal Louisa Guest has been seconded to be Principal of Rapid Bay Primary for the next four to six weeks while their principal recovers from an injury. During this time her leadership role will be undertaken by Ashley Blight. Alex Fitzsimons will take Physical Education.

## Parent Guide to raising a concern or complaint

We all expect quality care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving any problem that may arise during your child's years our school.

If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning, and also improve our processes where possible.

The first step in working through a complaint is to talk to your child's teacher, and then one of the Leadership Team if you still are not happy.

A copy of the school *Parent Guide to Raising a Concern or Complaint* brochure can be found on our website and is also available at the school office. Steps guiding how complaints should be made are explained in the brochure. Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

## About complaints or concerns

A complaint may be made by a parent if they think that the school has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of service
- the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

If you'd like more information visit the Department's website at [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint) or email [DECD.parentcomplaint@sa.gov.au](mailto:DECD.parentcomplaint@sa.gov.au). There is also a Freecall number 1800 677 435.

## Assemblies

Our next Assemblies are student run assemblies and will be on Friday 22<sup>nd</sup> February. The R-2 assembly (hosted by Room 23) will be from 11:20am- 12noon, and the Year 3-7 assembly (hosted by Room 1) will be from 12:10pm – 12:50pm.

## Acquaintance Night

Acquaintance Night will be held on Tuesday, February 19<sup>th</sup>, 2013. This is a time for you to come to school, to meet your child's teacher and to develop an understanding of the class and programs that may be happening this year and how you can support your child.

### The R-2 classes are open from 6:00 – 6:45pm

**R – 1's** will have a series of tasks to complete with you to provide you with a really good understanding of their classroom and specialist programs. You can chat with the teacher and ask any general questions. Please note there is no general meeting of parents of R-1 students.

Parents of **Year 2** students go directly to their child's classroom to meet with the teacher.

### The Year 3-7s classes are open from 7:00 – 7:45pm.

Parents of **Year 3-5 students** go directly to their child's classroom to meet with the teacher.

The **Year 6/7** teachers meet with parents initially in Langley Hall from 7.00pm and then move off to their respective rooms.

This information will cover such topics as classroom expectations and communication methods; homework; curriculum topics; planned activities such as camps; and how parents may be of assistance

We hope to see all of you here for this introduction. You will notice around the school the class mottos that are on display and also the class rules and procedures negotiated and agreed by students. Teachers will provide more information to you at the Acquaintance Night about the classroom environment they have created and the goals that their class is working towards in 2013.

## Student Information & Consent forms

In the first week of this term, you received a green general consent form, a blue photograph consent form, a white ICT user agreement form and a white student information form. These forms are due back ASAP. If you require another copy of any these, please come in to the front office and collect another.

Please return all forms need to be returned promptly to your child's class teacher to enable staff to update details.

## BIZGATE – Online payment scheme

It is great to see so many taking advantage of Bizgate, the online credit card payment system available on the school website [www.colgrdnsp.su.edu.au](http://www.colgrdnsp.su.edu.au). Please ensure you select the correct payment option, either a **SCHOOL Invoice** for excursions, Materials & Services Fees etc or **OSHC Invoice** for OSHC & Vacation Care invoices.

The links are to different accounts and for audit reasons we can not simply transfer the money to the correct account.

## Materials and Services Invoice

The 2013 Materials and Services invoices for all students were mailed late January to addresses in our system. These invoices must be paid in full by the end of Term 1, Friday 12<sup>th</sup> April 2013, unless you have signed a commitment to pay by instalment, which extends the due date to Friday 5<sup>th</sup> 2013. If you have not received your invoice please contact Amanda Jackson in the school Finance office as soon as possible.

**School Card** – Application for School Card needs to be completed every year, so if you have not filled in and returned the application form, can you please do so immediately.

## Jessica's Junction

During Acquaintance night, I will have a display of resources set up under the pergola or if it's raining in room 03. I have been building a parent library over the last few years to support you and your family. Please feel free to come and check out these resources during the night. I look forward to meeting you.

## Fundraising Purchase



Thanks to the efforts of the Fundraising Committee and support from parents and community we were able to purchase our new stage and lectern in time for the Year 7 Graduation last year. We are currently enjoying using it for Assembly.

Thank you to all who contributed.

## Canteen

Thank you for everyone's support with our first special Meal deal of the year. The yiros and chocolate mousse was a popular choice ☺ Thanks to all my usual helpers and to the new helpers – it was lovely to see new faces. Thanks to Cherie, Neralie, Lani, Suzanne, Cath, Kellee, Kelly B, Kell G, Ruzelle and Erica.

We are planning a pancake special meal deal next month. Like all meal deals, this will require lots of help – if you can help out at all, even for half an hour, it would be greatly appreciated. More information will be out in the near future.



## Surplus to our needs

We have quite a few computer monitors which are in great condition but that are surplus to our needs. They are:

9 x Dell 17 inch      10 x HP 17 inch      1 x Diamond digital 17 inch      1x Iplex 17 inch

All come with power cable but no VGA cable.

We are selling them for \$10 each. Please send payment to the school office marked 'Attention: Rohan' to reserve the monitor of your choice. It can then be collected from the Doolette building on Mondays or Fridays.

## After Hours Sport

Did you miss the Sports Registration Night? Don't worry, you can still register. Contact the Coordinator of the sport on the number below or visit the front office and pick up a Registration Form for your sport. All students must register using these forms to be allowed to play.

**Cricket** – Barry Earl **0423 027 354**

**Basketball** – Graeme McDonald **0149 851 534**

**Softball** – Liz March **0435 015 788**

**Netball** – Sue Camero **0438 704 266**

**Football** – Annette Wilson **0417 811 329**

**Soccer** – Wyatt Groth **0408 802 348**

❖ Please check our blog for **Have Your Say** in regards to establishing cricket nets for our students and community.

### Netball

Thanks to everyone for attending the Sports Registration Night on Wednesday. Please return your registration forms to the box in the front office as soon as you can. For those of you who were unable to attend on Wednesday night, please collect a registration form for netball from the front office and pop it in the box when completed. We require all forms returned by the end of February please. We also require umpires for netball. If you are in grade 7 (and play at 9am) and are interested in learning how to umpire (the junior grades, which play at 10:10) we have a couple of training courses coming up. We pay a small fee for each match umpired. For further information or if you have any questions please phone Sue 0438 704 266 or Teresa 0417 854 639 or email [clgpsnetball@gmail.com](mailto:clgpsnetball@gmail.com).

### Softball Term 1

We now have 2 full teams this term. Girls in year 2-4 will train Wednesday straight after school. Don't forget your mouthguard, drink bottle and cap. First game is this Saturday, at home, be at the diamond at 8am. Seniors will train Thursdays. This is a combined Clapham/CLG team. Don't forget everyone to get your pink sport form back to the office by this Friday. Thanks to the parents who have already volunteered to help – we couldn't do it without everyone pitching in.

## OSHC

**PUPIL FREE DAY: TUESDAY 12<sup>th</sup> March** - OSHC is going to Cross Road Bowls for 2 games of ten pin bowling. Children must be at OSHC no later than 9:00am. There are no half-day bookings and all children must bring their own recess and lunch. (No Spending Money). Parents, please make sure that appropriate clothing is worn, (wet weather gear including raincoats/umbrellas) and sensible shoes as we are walking to and from the bus stop. The 2<sup>nd</sup> half of the day will be spent back at OSHC "Headquarters" participating in craft activities and indoor / outdoor games. Cost of the day is \$49.00 per child. (Normal CCB applies). 48 hr cancellation policy still applies. Cancellation on the day will incur the full fee. Staff must be given any medication & measuring container that a particular child might require during the day (clear instructions for dosage, time taken etc) Please return booking form below to Inta or the Front Office, **WITHOUT FEES** no later than **12 noon, Tuesday 26<sup>th</sup> February**. **NO BOOKINGS WILL BE ACCEPTED AFTER THIS DATE**. Forms must be returned ASAP because places are limited due to shortage of student staff in the 1<sup>st</sup> half of the day. For further enquiries please ring Inta on 8276 9065 between 11.30am – 6pm.

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Child/ren name/s and class: .....

Emergency Contact details: .....

Relevant Medical information:.....

✗-----

## Governing Council Governing Council Nomination Form

**Parent Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

A. I would like to be considered for nomination to the Colonel Light Gardens Governing Council for 2013/14

*Please attach a short paragraph outlining your interest and any relevant experience.*

B. I would like to nominate \_\_\_\_\_ for Governing Council for 2013/14

### Committee Nomination

I nominate for:

- Sports Committee
- Fundraising Committee
- School Environment Committee

- Finance Committee
- OSHC Committee

- Canteen Committee
- Education Committee

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_