



OUR LADY QUEEN OF PEACE PRIMARY

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14 March 2016

Dear Parents

I hope you have had a lovely weekend and that your children are well and truly settled into the start of another school year. Below you will find some information relating to school processes and procedures. Could you please take the time to read this information and speak to your children about anything that is relevant to them. Thank you.

School Survey

We would like to receive some feedback from parents about the way OLQP communicates information to parents, as well as about information you would like from us in order to enable you to support your child's learning. We have put together a document entitled, *School Survey 2016*, in order to gather this data from parents. Could you please complete this form and return it to the school office by Monday, 21 March? Thank you in anticipation of your response.

Afternoon Dismissal

We are continuing to work with the police and local council, who visited our Kiss and Ride area again last Wednesday. As mentioned previously, they have asked that we improve the efficiency of our processes. Following on from these discussions we have:

- increased the number of teachers on duty in the bay;
- reminded children to sit in family groups and to listen carefully for their name;
- asked children to take their bags off their back ready to quickly enter your vehicle; &
- provided new family name cards for all vehicles.

We have also been told that we should ask for:

- signs to be left up on the dashboard until children enter the car (easier to identify)
- parents to leave and do another loop if their children are not ready for collection.

We would appreciate it if you could remind children of these expectations in order to promote a more efficient system. The expectation is that traffic will flow more quickly and that all children will be collected from this area by 3:30 pm. Could I please also remind parents to send a note to the class teacher if there is a change to normal pick-up routines.

A new sign for your vehicle has been sent home today with the eldest child in each family. Please use this sign whenever you use Kiss and Ride. The sign needs to be visible on your dashboard from the time you approach the Kiss and Ride bay to the time your children enter your vehicle.

Crunch & Sip

All classes in our school have a Crunch and Sip break at approximately 10:00 am every morning. This is only a very short break, so could I please remind parents to provide:

- a bottle of water; and
- a small piece of fruit or a small quantity of cut-up fruit and/or vegetables as a snack.

Thank you for your support with this.

Teachers in Classrooms

We have had some questions from parents about teachers who are in their child's class, so we would like to clarify this for all parents.

- Classroom teachers are entitled to 90 minutes of preparation time each week. During this time another teacher (the same teacher across the year) will continue to follow the designated teaching and learning program in your child's class.
- Co-ordinators (who are also classroom teachers) are entitled to release time to organise and lead in the area for which they are responsible. The amount of release time (from 2 hours up to 2 days) is based on whether they are a Co-ordinator 1, 2 or 3. Again, across the year the same release teacher will teach your child's class.
- As well as this, we have other teachers that work in the classroom at the same time as your child's teacher. These teachers work co-operatively with the classroom teacher to provide additional support for students.

Have a great week!

Frances Garzanti
Assistant Principal