Dear Parents/Guardians,

The children have all settled in very well in their first few days of school. They have met their Year 6 Buddies who have helped them in the playground and with getting back to line. The older students will work with them in the classroom from time to time.

**COMMUNICATION FOLDERS**
The communication folder (plastic zipped folder) should be brought to school each day. All notices will be sent home in the folder, later books will be sent home for home reading in the folder. It is necessary to check communication folders every night in case there is something important passed on from the office or your child’s teacher.

Notices and money should be returned in the folder. The children will bring the folders into the room each morning. When payment is asked for please check the date by which the payment needs to be made. To save a trip to the office, any payments can be passed on to the classroom teacher. Money and notices are sent to the office every morning.

It is also worth your while to have a look at the Qkr app, which can be used to pay for activities and to order lunch orders. Qkr is an easy-to-use mobile app for iphone and Android smartphones.

A copy of the timetable has been sent home with the children today. Please keep this in a prominent spot in the house so that you can help your child check which activity they have each day.

The children have received a school water bottle from our parent group FOSW. The children can bring their water bottle into the room each day. FOSW meet regularly to plan activities for the school. Check the newsletter for dates and times of meetings. FOSW is a great way to be involved in the school.

**PREP BAG**
On Monday the children were given a Prep bag from the State government, the bag contains information, and items to welcome the children to school. The bag will be very useful for school excursions and swimming sessions that will be held later in the year. The book in the pack – ‘Street Sounds’ is a great book to read with your child. There is a free app that the children can use which compliments the book.
SCHOOL NEWSLETTER
The school newsletter is published each Monday. A paper copy is sent home and the newsletter can also be accessed on the website and Tiqbiz app.

MONDAY MORNING ASSEMBLY
A whole school assembly is held each Monday in the gym at about 9.05. Parents are welcome to attend the assembly.

Reminders
Please ensure that you have supplied an Art Smock and Library Bag for your child.

Anytime your child is absent from school a note must be supplied. You may send the note to your child’s teacher, inform the school through our website (www.sunburywestps.vic.edu.au) or contact the office directly by phoning 9740 8666.

The children will be able to order a lunch order on Wednesday, Thursday and Friday. This can be done using the app Qkr or by writing on a paper bag and including payment. Helpers are always welcome in the canteen.
Always tell your child they have a lunch order so they remember to put their order in to the lunch order box.
When your child has a lunch order, please remember to pack a snack or provide money for a canteen purchase at recess. Otherwise it is a long wait until lunch time.

Dates for Term One: information will be sent home shortly about each of these events

February
22nd – 24th – Parent Teacher discussions
25th – School photos

March
14th – Labour Day Holiday
18th – Family Fun Night
24th – Last day of Term One – 2.30 dismissal

Kind Regards,

Lauren Skinner and Claire Duckworth