2016 Books & Requisites
The requisites payment is important in enabling us to provide the best learning environment for the children at Lyndale Greens Primary School. Thank you to the families who have already paid for their child’s requisites.

Meet the Teacher Evening
On Thursday 25th February we would like to extend an invitation to parents to meet their child’s teacher. This is a great time to ask questions, inform the teacher of issues pertaining to your child or just touch base with the teacher and introduce yourself.

Collecting your Child Early
If you are collecting your child early they need to be signed out at the office before they are collected from the classroom. The parent or guardian will be given an Early Leaver’s card which must be given to the class teacher or specialist teacher.

Hats
School hats need to be worn in Term 1 and be clearly labelled with your child’s name. Children are required to wear their hat outside at recess, lunch and during sport. All children need to have a red wide brimmed hat. Sports caps are not part of our Uniform or Sun Smart Policies. School hats can be purchased from the Uniform Shop Monday to Thursday ($12). No Hat, No Play.

Parent Contacts
It is vital we have up to date phone numbers for families. In emergency situations and if your child is sick, it is crucial we are able to contact you easily. If you have changed your phone number or
emergency contacts please contact the office and update these.

**Medical Conditions**
If your child has any medical condition it is vital to let the class teacher know at the start of every year. Although hand overs are done from teacher to teacher it is important teachers receive this information first hand. If your child has an anaphylaxis or asthma plan these need to be provided to the school as well as their asthma puffer and/or epipen which should be clearly labelled.

**Making Appointments with Teachers**
We encourage parents to communicate with us when the need arises. For quick information sharing, a brief unscheduled chat is fine. If more time is needed, we recommend that you schedule a longer appointment time so we can address your concerns adequately. This meeting time can be arranged via email, telephone or in person. Please do be respectful of the teachers planning and teaching time. Bell time or during a teachers planning time is never an ideal time to discuss concerns, as teachers are planning or about to begin instruction. Thank you for your understanding on this matter.

**NO Parking in the School Grounds**
Parents/Carers and/or Grandparents are **NOT** permitted to park in the school grounds. This includes the staff carpark and in the driveway at the back of the school. The children’s safety is of the utmost concern.
We realise it can become very congested around the school at pick up and drop off times, however parking in the school grounds is not an option.

**Medication**
Staff can only administer medication if a parent gives written notification. All containers must be labelled with your child’s name, the dose to be taken as well as when and how it should be taken. Please note: staff do not administer non prescription medication such as Panadol or vitamins.
(Medication Request Form on back page of this newsletter)

**Student Accident Insurance**
The Department of Education & Training does not provide personal accident insurance or ambulance cover for students.
Parents/guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

Parents/guardians can purchase insurance policies from commercial insurers.

The Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property which includes mobile phones, calculators, toys, sporting equipment etc. Students should be discouraged from bringing any unnecessary or particularly valuable items to school.

**CSEF**
The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. $125 per year is paid for eligible primary school students. Payments are made directly to the school and are linked to the student.

Your Centrelink Card must be valid on 27th January 2016 to apply. Please bring your card with you when you apply. If you did NOT complete an application form when you collected your child’s book box, please come to the school office with your card as soon as possible. Applications close 29th February 2016

**Community Announcement**

**Stars Netball Club Inc.**

**PLAYERS WANTED!**

From 8 years old to 15 years for juniors (boys 8 to 12) 14 and above for seniors

Season commences 20th February at Dandenong & District Netball Association, Greaves Reserve, Bennett St Dandenong. Training commences Wednesday 4th February at 5pm also at Greaves Reserve as well.

Any enquiries or information required please don’t hesitate to contact:

Sue Vincent 0409 862 791
Stacey 0432 747 720
| **DATE:** |  |
| **PARENT's NAME:** |  |
| **ADDRESS:** |  |
| **TELEPHONE:** | Home: Mobile: |

Dear Principal,

I request that my child ______________________ (Child's Name) be administered the following medication whilst at school, as prescribed by the child’s medical practitioner.

**NAME of MEDICATION:**

**DOSAGE (AMOUNT):**

**TIME/S of MEDICATION:**

**How dosage is to be taken (e.g. orally):**

**How medication is to be stored (e.g. refrigeration):**

**Doctor’s name and Location**

I have sent the medication in the original container displaying the instructions provided by the pharmacist.

Yours sincerely

____________________
(Parent Signature)