



# Sherwood

## News

Creative happy life-long learners

Oxley Road, SHERWOOD, QLD, 4075, Australia

Phone: (07) 3716 2111

Website: <https://sherwoodss.eq.edu.au>

Email: [admin@sherwoodss.eq.edu.au](mailto:admin@sherwoodss.eq.edu.au)

## Welcome To The New School Year



Please peruse the FAQs below as a timely reminder for existing families and useful information for new families.



### OFFICE HOURS

Monday to Friday 8:00am - 4:00pm  
Administration enquiries - 3716 2111  
Absentee phone line - 3716 2160

### SCHOOL TIMES

8.50am music for 8.55am Start

**(Children are not permitted on school grounds before 8.00am unless enrolled in Outside School Hours Care)**

11.00am - 11.45am First Break

1.30pm - 2.00pm Second Break

3.00pm End of Day



**All children must be collected from school no later than 3.20pm. Parents should make alternate care arrangements or enrol children in Outside School Hours Care for children who cannot be collected by 3.20pm.**

### STUDENT ABSENTEE LINE



Parents are requested to call the Student Absentee Line on 3716 2160 before 9:30am to advise the school if your child/ren will be absent.

### STUDENT PERSONAL DETAILS

Please ensure that all contact details are up to date. Changes to phone numbers and email addresses must be provided to the office in written form by email or by completing a change of details form available at the school office.

### GROUP EMAILS AND PLAYDATES



Due to privacy guidelines the office is not permitted to disclose private phone and email details for parents. Should you need to contact other parents please make your own direct enquiries. Should you need a class contact list you will be required to collect this personal information directly from parents. The office is not permitted to facilitate this process.

### CLASS SOCIAL ACTIVITIES - How to invite your class

Date claimers and event listings for class social activities (not birthday parties) may be listed in the school electronic newsletter. **The office will no longer distribute emails regarding social activities to parent lists.** Please submit your information to [newsletter@sherwoodss.eq.edu.au](mailto:newsletter@sherwoodss.eq.edu.au) by Wednesday 9am each week. Essential details are - class, date, time, location, name of organiser, contact for organiser.

### MESSAGES TO STUDENTS

It is difficult to pass messages on to students during class and specialist lessons when children may be in different locations, especially when messages are received minutes before the end of day bell. We ask families to please make arrangements before arriving at school in the morning.

### LUNCHES



Please ensure you pack enough lunch for your child for the entire day in an insulated lunchbox with

cool bricks so lunches do not spoil. Refrigeration facilities are not available in classrooms.



## INVOICING AND ONLINE PAYMENTS

All invoices for excursions and extra curricular activities are emailed directly to parents. The preferred method of payment is online [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete).

### CASH PAYMENTS

Correct cash may be accepted in a sealed marked envelope however **change is not available**. A receipt will be provided to the class teacher later in the day to send home with your child.

**We do not keep cash on site and only have the money that parents are paying into the school that morning.** If you arrived at the counter with a large note to pay your invoice we will not have the means to change this for you.

### ALLOCATION OF INVOICE PAYMENTS

Payments made using bpoint will be automatically allocated to the invoice number entered in the online system. Over the counter payments at the school office will be allocated to the oldest invoice outstanding. This means if fees are outstanding from previous years these invoices should be resolved before payments are credited to new expenses eg excursions. Payment plans may be arranged if required, please contact our Business Services Manager [bsm@sherwoodss.eq.edu.au](mailto:bsm@sherwoodss.eq.edu.au).

### SIGN OUT PROCEDURE

Parents must sign children out if they are leaving the school during school hours and follow this procedure:

- Parents must always come to the Administration Office as the first point of call
- Parents must sign out their child and obtain a departure docket from staff
- Parents may then present the departure docket to the class teacher so the child may be released from class.
- Students will not be released from class without a departure docket.

### MOBILE PHONES



Bringing mobile phones to school is not encouraged because of the potential for breakage, theft or disruption however we understand that on occasions parents require their children to use a mobile phone before and after school hours. Mobile phones should be left in the Administration Office each morning and may be collected after the end of day bell.

### ASSEMBLY

Assembly is held in the large school hall every Wednesday at 2pm (excludes Prep students in early Term 1). Parents and family are welcome to attend.

## STUDENT BANKING



The school requires a volunteer to coordinate the student banking program. Responsibilities include processing weekly deposits online, banking cash, returning deposit books to teacher pigeon holes, issuing certificates and prizes. These tasks take a few hours a week. Full training will be provided by a bank representative.

If you are a parent, carer or grandparent and can assist please contact our school office 3716 2111.



**The school banking program will recommence in 2017 when a volunteer coordinator is found.**

### **MEDICATION**

Please refer to the section below regarding requirements for medication.

### **TUCKSHOP**

Please refer to the section below regarding online tuckshop registration and commencement in week 3.

### **UNIFORM SHOP**

Please refer to the section below regarding open hours.

## **School Resources Early Drop Off Option**

Parents are welcome to drop off school resource boxes to the new school hall this Friday 20 January strictly between midday and 2pm. This is to assist families juggle first day of school children, bags and books.

**Resources must be in a sealed, named box (including class name) and not in plastic bags or loose.**

**Parents must place their book pack in the designated area for each class ie refer to the class signs on the hall wall and place the box in the class groups.**

Boxes will be transported to classes on your behalf after 2.00pm.

No responsibility will be taken for boxes that are not sealed, unnamed or the incorrect class area.

Boxes brought to school on the first day of school must be taken directly to the classroom.

## **Invitation To New Families - Tim Tams And Tissues**

We invite new families to the school to join us for Tim Tam and Tissues on



the first day of school after student drop off and class commencement at 9am.

Join us in the new hall to meet other new parents to the school and have a chat over a cup of tea.

## **Uniform Shop**

### **Special Opening Hours**

Monday 23 January (First day of school only) - 8am-10am

### **Regular Open Hours**

Wednesday 2.45-3.45pm

Friday 2.45-3.45pm

**Please note our Uniform Shop is cashless. Credit and debit cards are accepted.**

## **Tuckshop**

Tuckshop will return in week 3 with volunteer vacancies so please think about putting your hand up. It's easy and fun and your children will love to see you behind the counter.

All tuckshop ordering will be online in 2017 [www.school24.com.au/](http://www.school24.com.au/)

Our school registration number is : 25280963

Online orders must be placed before 8.00am

Cathie Perkins  
Tuckshop Convenor

## **Medication Reminder**

**Is your child's Asthma Action Plan and Anaphylaxis Plan up to date?**

**Does your child have a medical condition that requires administration of medication at school?**

Should your child require medication while at school we ask that you please complete an [Administration of medication at school record sheet \(routine/short-term medication\)](#) and provide medication fulfilling the requirements listed below.

If your child requires **asthma** medication you must provide the school with an **Asthma Action Plan**

signed and stamped by your health professional.

If your child requires an EpiPen for **anaphylaxis** you must provide the school with an **Anaphylaxis Action Plan** signed and stamped by your health professional.

The following requirements relate to all medication ie prescription and over the counter medication:

1. all medication must be provided in it's **original container**.
2. all medication must have a **pharmacy label** with your **child's name** and **the medical practitioner's name**.
3. if a label does not contain the name of a medical practitioner a **written authority from the medical practitioners specifying your child's name, the name of the medication and the required dosage** is acceptable.
4. the [Administration of medication at school record sheet \(routine/short-term medication\)](#) must be completed by the parent and provided with the medication.

**Only medication supplied meeting the above requirements will be administered by the school.** This is a legal requirement set out in the Department of Education and Training *Guidelines for the Administration of Medications in Schools*.

**Teachers are responsible for safe keeping of medication during excursions and sport. Asthma inhalers and EpiPens taken on excursions and to sport will be signed out and in by teachers at the office.**

## **Temporary Cleaning Position Available**

A temporary part time (with opportunity for permanency) cleaning position is available at the school:

### **Monday and Tuesdays**

5.30am-9.00am

3.00pm-6.00pm

### **Immediate start required.**

Please forward applications and enquiries to [bsm@sherwoodss.eq.edu.au](mailto:bsm@sherwoodss.eq.edu.au).

## **Choir - Cantoria And La Bella Voci**

Choirs will not recommence until advised in the newsletter by Rebecca Starr.

If your child would like to participate please email [rstar35@eq.edu.au](mailto:rstar35@eq.edu.au)

### **Rehearsal information:**

Cantori - Years 3 and 4 - Wednesdays 7.45am

La Bella Voci - Years 5 and 6 - Fridays 7.45am

## **Instrumental Lessons**

Instrumental lessons will not commence until advised by Bevan Messenger (brass/woodwind) and Fiona Lougheed (strings). Stay tuned to the newsletter for future information.

## **Ways To Get Involved**

Let\\'s make our school great together!

**We'd like to take this opportunity to invite you be part of the school's major annual social and fundraising event - the school fete on Saturday 13 May.**

This is the annual fundraising event that contributes to many projects benefitting our children. In 2016 the fete raised over \$50,000. Funds raised contribute to a wide range of projects that have included - reading resources, ipads, handwashing facilities in eating areas, sexuality education programs for years 4-6, ipads, book week resources and the list goes on.

With any major event, many hands make light work so we welcome your support in any way possible. You may like to help out on a stall, sell raffle tickets, help setup tents the day before the event or perhaps you have contacts that could donate gifts or services to assist the event. We welcome your ideas and suggestions.

2017 marks Sherwood's 150 birthday so the fete is going to be especially big and bright and we will need all the volunteers we can muster to deliver a great community event!

**Please contact us if you can help in any way or would like to know more. Our fete committee may be contacted on the following email addresses:**

Liesa Hogg - Fete Committee Secretary and Entertainment Coordinator [entertainment@sherwoodschoolfete.com.au](mailto:entertainment@sherwoodschoolfete.com.au)

Mark Thomson - Infrastructure and Fete Logistics [infrastructure@sherwoodschoolfete.com.au](mailto:infrastructure@sherwoodschoolfete.com.au)

Alan Duffield - Sponsorship and Donations [fundraising@sherwoodschoolfete.com.au](mailto:fundraising@sherwoodschoolfete.com.au)

K-Le Gomez-Cabrera - Fete Newsletter

Michelle McKinlay - Fete Newsletter [newsletter@sherwoodschoolfete.com.au](mailto:newsletter@sherwoodschoolfete.com.au)

Jo Chiu - Stalls Coordination

Danielle Wilson - Stalls Coordination [stalls@sherwoodschoolfete.com.au](mailto:stalls@sherwoodschoolfete.com.au)

Ashutosh Raina - Media, Social Media and Communications [media@sherwoodschoolfete.com.au](mailto:media@sherwoodschoolfete.com.au)

**We look forward to your assistance and meeting you in the new year! Stay tuned for more information about the fete.**

*Sherwood State School Fete Committee 2017*

**Don't forget to like us on Facebook**



[Sherwood State School FETE Facebook?](#)

## **Outside School Hours Care**

**2017 Enrolments** – Families may enrol their children for Before and After School Care online by using My Family Lounge (please see the home page of our website at [www.sherwoodoshc.com.au](http://www.sherwoodoshc.com.au)) or by a paper enrolment form which can be obtained from the OSHC office or by emailing us at [sherwoodoshc@gmail.com](mailto:sherwoodoshc@gmail.com). Enrolments can be entered on a computer/laptop only where booking requests may also be made via the app. If you wish to make a fortnightly booking, please email me at the service on [sherwoodoshc@gmail.com](mailto:sherwoodoshc@gmail.com) for assistance.

**Contact Details** – If you have any queries or would like more information, please email [sherwoodoshc@gmail.com](mailto:sherwoodoshc@gmail.com), phone 3278 1658 or text 0428 023 832. You may also visit our website at [www.sherwoodoshc.com.au](http://www.sherwoodoshc.com.au) or view events and activities on our facebook page at

<https://www.facebook.com/pages/Sherwood-State-School-OSHC/647660438669507?fref=ts>.