

22 January 2018

Welcome to the 2018 School Year

Dear Parent/Caregiver

We would like to take this opportunity to welcome you and your student to the 2018 school year at Birdwood High School. We hope that 2018 is a positive, enjoyable and rewarding experience for our existing and new students.

We believe that parents and caregivers have a significant influence on student learning and that schooling is most effective when all parties work together. Please do not hesitate to make early contact if issues arise. Below you will find general information and updates which you may find helpful.

SCHOOL COMMUNICATION TOOLS

The school uses a number of tools to communicate with parents as outlined below:

EMAIL and SMS

Our main form of communication with parents and caregivers is going to be through email. Our mailing list includes Parents/Guardians 1 and 2. Please remember to keep your contact details up-to-date. New details can be emailed to the school on dl.0770.info@schools.sa.edu.au. We will be trailing email correspondence complemented by our SMS system.

PARENT PORTAL - DAYMAP

A Parent Portal will be made available Term 2 this year providing parents and caregivers access to information including; attendance details, homework requirements and assessment information. Access instructions for the Parent Portal will be distributed in Term 2 and a parent training session will be made available.

SMS and Website

The SMS system will be used to communicate when quick communication items are necessary (eg School Evacuation, Invacuation, etc), for reminders of upcoming events or to inform parents and caregivers what is happening around the school (eg Student Free Days, key events, etc). This will be a quick form of communication with the email and website providing greater detail.

Our website address is <http://www.birdwoodhs.sa.edu.au/>

CHANGE OF DETAILS

It is important that address (with supporting documentation) and contact details are kept up-to-date. If you have changed any of your details please contact the school via email on dl.0770.info@schools.sa.edu.au to update your details.

ABSENCES

If a student is absent from school, parents/carers are asked to notify the school by diary note or by phone in the morning. Student Services phone number: 85685100 then press **2** or email [http://dl.0770.info@schools.sa.edu.au](mailto:dl.0770.info@schools.sa.edu.au) Upon the student's return, all diary notes from parent/carers must be shown to their Advisory teacher for recording.

For Senior Students, if summative work has been missed or is late, a doctor's certificate will also be required in accordance to SACE requirements.

On any day a student is absent and there has been no notification to the school, an SMS message will be sent to the first contact parent/carer mobile phone number, informing them of the absence. Parents/carers can reply to this SMS.

Lateness

If a student is late to school, parents/carers are asked to notify the school by diary note or by phone in the morning. Student Services phone number is 85685100 then press 2.

Students who arrive at the school after 8:40am must report to Student Services and register their late arrival through the school's computer sign in system. All students who sign in late will be given a late slip that needs to be presented to the subject teacher upon entering the class room.

Diary notes from parent/carers with reason for lateness are to be shown to their Advisory teacher for recording. All notes are required the day of lateness or next day.

On any day a student is late and there has been no notification to the school, an SMS message will be sent to the 1st contact parent/carer mobile phone number, informing them of the child's lateness. Parents/carers can reply to this SMS.

Early Departure

All students leaving school early should have a note in their diary from a parent /carer. This note should explain the reason for the early departure and be signed by a parent/carer. This note needs to be shown and signed by the Advisory teacher before signing out at Student Services. No student will be signed out without written or confirmed verbal parental/carer permission. Staff will contact parents/carers if required.

***** Please note it is a requirement of DECD that all student absences are explained by a parent or carer.**

STUDENT LAPTOP PROGRAM

2018 NEW LAPTOP PURCHASES

Student laptops purchased for the 2018 school year can be imaged as a priority. This has been communicated to students. To enable ongoing connection to the school network the student ICT user agreements must be read and paperwork signed, this can be found in the student diary. This is a DECD requirement.

FINANCE INFORMATION

2018 MATERIALS AND SERVICES CHARGE

The 2018 Materials and Services Charge invoices will be posted home next week. Please note that full payment of these charges is due by 31 March 2018 unless an Instalment Agreement has been signed and lodged with the Finance Office.

SCHOOL CARD ASSISTANCE

The School Card Assistance program is a means-tested scheme that provides assistance towards the cost of Materials and Services for lower income families. Application for School Card can be completed online. By completing the ED003A application form online, the application form will be emailed directly to the

government school(s) where the child(ren) attend, i.e. where two children attend different schools both sites will receive a copy of the application form.

For more information or assistance contact the school on 85685100 or School Card on 1800 672 758

All other documents can be accessed from the school's website under parent information.

LOST PROPERTY

Throughout the school year we are handed many items that have been lost. Please name uniform and other items to ensure they are returned to students if lost and found.

SCHOOL DIARIES

All students will be provided with a school diary in the first week of school with all policies. Please use these as a reference point. Our Advisory program is located in the diary. Senior school students will have a tailored program to support them through the SACE.

LOCKERS AND PADLOCKS

We have ordered 200 new lockers to accommodate all our students we will be issuing students with a laptop a locker first up whilst others will be issued from the new locker delivery in week 3.

Priority was given to Year 8, however we apologise we have had a delay to the delivery of our new lockers. We have been provided with an anticipated date of arrival in week 3.

We would like families to consider leaving the laptops home if their bag is too heavy or we are happy to store them in the office during meal breaks. We hope to rectify this as soon as possible.

As of week 4 we are encouraging students **not to carry** their heavy bags from class to class so we will therefore have classrooms 'bag free'. This will also assist with ease of movement around the classrooms and hallways.

Students are best to use a combination lock. This lock can be used by the student throughout each school year.

SUBJECT TIMETABLES

Timetables have been issued to students on their first day of school. Any changes will need to be finalised with your senior leader, and this is only where there has been a change of pathway.

HEALTH AND MEDICAL CONDITIONS

Please ensure we have updated information about current Health and Medical Conditions that we need to be aware of. If your student has a Health Support Plan this needs to be provided to Student Services. Please check any medications (eg epipens, ventalin, etc) held at the school to ensure their expiry dates have not been reached.

SCHOOL PHOTOS

School photos have been booked in for Tuesday 13 February 2018. More information will be sent home with students early in the term.

STUDENT LEADERSHIP POSITIONS

There will be an opportunity for students to apply for a leadership role. Please encourage participation.

INCLEMENT WEATHER

In Term 1 we tend to have a number of significant hot days, we will be enacting our inclement weather policy. Students during meal break times will be asked to move indoors. Please encourage your child/ren to wear sunblock and keep hydrated. Late last year we sent information out regarding our bushfire protocols. Should you have any questions please make contact with us, and if you have not revised this information please visit our website. Information and pamphlets are available.

BUILDING WORKS

Over the holidays we have removed 13 transportable buildings that were old and not fit for learning. Our STEM works and renovations for a new learning hub and student services and landscaping will recommence in March.

ACQUAINTANCE NIGHT

We will be hosting in week 2, Tuesday 6 February 2018 of this term a meet and greet for all families to meet their child's Advisory teachers. We will have a BBQ on site prior to the commencement of the forum. The evening will commence at 5.30pm for BBQ with the formal meeting commencing at 6pm.

CELEBRATION ASSEMBLY

A celebration assembly will be held in week 2, Wednesday 7 February 2018 to acknowledge our high achievers and a number of students from last year. We will officially launch our new school values as voted in by the community and our student leadership team.

Kind regards



Heather Makris
Principal