27 January 2016

Dear Parents

I would like to extend a warm welcome to all families, particularly those new to the School in 2016. I hope that you have had a relaxing school break and that you’re looking forward to this year as much as I am! I’d like to firstly introduce myself and my role as Head of Junior Years. As outlined in the Principal’s letter, the Junior Years now includes Early Childhood Centre to Year 4 and is one of four key learning areas in the school. After 5 years as Head of Early Childhood at Peninsula and 15 years teaching at a range of other schools, I’m excited by the opportunity to lead an experienced and passionate (not to mention extremely friendly) team of teaching professionals across the Junior Years classes.

There is a lot of information and details to remember at the beginning of the year and you will receive a detailed handbook shortly via email so you can refer to it when needed. In the meantime, here are some key pieces of information that will help you and your child get ready for the new school year.

Starting dates
Orientation Day for new students to The Peninsula School in 2016 will be held on Friday 29 January and new students (Prep to Year 4) will be required at the Ansett Hall at 9:00am in school uniform. Students will be available to be collected from the school by 11:00am although parents are welcome to stay and have a coffee in the Pavilion.

All students begin the school year on Monday 1 February. Students should come in their full school uniform and proceed to the relevant area of the school by 8:30am:
- The Kindergarten and Prep students have allocated starting times, while the Year 1 students will make their way to the Early Childhood Centre.
- Students in Years 2, 3 and 4 will go directly to their class rooms in the D.B. Clarke Centre by 8:30am, where they will be greeted by their classroom teachers.

Please take time to ensure that your child knows where their locker is and that they have what that they need in the class with them. We understand that the first day can be filled with some nerves and that some students (and parents) may need extra time and care to settle in. The teachers are very mindful of this and we will work with you to ensure that this transition is as smooth as possible.

School Photos
All students in Prep-Year 4 will be having their photos taken on Thursday 4 February. Students will be required to be in correct uniform and boys in Years 2-4 will be required to have a tie for this occasion. Students will have individual and class photos.

Information evening
The Information Evening for Prep – Year 4 families will be held on Wednesday 10 February at 7pm in the Ansett Hall. You will have an opportunity to hear from us about the Junior Years curriculum as well as being able to spend some time in the classrooms.
**Conversation Evenings**

Conversation Evenings will allow parents the opportunity to make a 15 minute appointment with their child’s teachers early in Term 1. Parents are encouraged to avail themselves of this opportunity to meet with their teacher and to highlight any specific learning needs that their son or daughter may have. The Semester One evenings will be held on **16 and 17 March** between 4pm-8:30pm. More information will be sent to families early in the term.

**Assembly**

The Junior Years Assembly will take place on Tuesday -Day 7, period 3 (11:05am-11:55am). Parents are most welcome to attend and will be informed if their student is receiving an award or performing. Students take the lead in these assemblies so we will ensure that you have notice for when your student’s class will host.

**Communication to parents**

Zenith is the primary source of all information for parents along with the Weekly Bulletin which is emailed home each week, or available from our website. Families new to the school will be emailed their login and password details for Zenith once school commences. For returning families those details will remain unchanged from 2015. Parents are encouraged to check Zenith regularly to keep up to date with what’s happening with your child and our school community.

**Key Junior Years contacts 2016**

Your child’s classroom teacher is your first point of contact if you have any queries regarding your son/daughter. Other key contacts for the year are:

- Mrs Louise Nicholls-Easley: Head of Junior Years 97887831
- Mrs Maureen Anstey: Senior Teacher Junior Years 97887805
- Mrs Judy Rees: ECC reception 9788 7836
- Mrs Skye Bryant: Clarke Centre reception 9788 7777

**Absences**

If a student is absent parents are required to ring before 10am to notify the School:

- Kinder to Year 1: ECC on 9788 7836
- Years 2 to 4 Clarke Centre on 9788 7777.

This is very important as it allows us to complete out regulatory paperwork accurately. We encourage parents not to take their son/daughter out of school during term time. If this is unavoidable, however, **a written application for leave greater than three days must be addressed to the Principal**.

Please feel free to contact us if you have any queries and don’t forget to check Zenith and Skoolbag for details of all events and upcoming activities. Again, welcome to the new school year. I look forward to seeing you and your child in the coming weeks.

Yours sincerely,

Mrs Louise Nicholls-Easley
Head of Junior Years