Dear Parent/Guardian

Welcome to Avondale School for 2016. We trust the following information will be useful for you and your child/ren as we plan for the new school year.

Business and School Offices
Our offices will recommence with normal office hours of 8:00am – 4:00pm Monday to Friday on Monday, 18 January 2016.

Friday, 5 February 2016 is the due date for payment of school fees, attracting the prompt payment discount if paid according to the option sheet.

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**COMMENCEMENT DATES 2016**

Meet the Teacher Day K-6 from 9:00am -12:30pm Wed 27 January
NOTE: No Registration Day for Secondary students.
Yrs 7, 11 & 12 will commence classes at 8:40am Wed 27 January
Yrs 8, 9 & 10 will commence classes at 8:40am Thurs 28 January
Yrs 1–6 will commence classes at 9:00am Thurs 28 January
Kindy will commence classes at 9:00am Fri 29 January

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**PRIMARY: Wednesday 27 January 2016**

**K-6 - Meet the Teacher Day**

Primary ‘Meet the Teacher Day’ is OPTIONAL. We understand that some parents need to work. School uniform is not required for this day. Primary students and parents can visit classrooms for an information session and to collect book packs. Please check the timetable below for times. The teachers are looking forward to meeting their new students. Please note your child’s meet the teacher times.

<table>
<thead>
<tr>
<th>Time</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>9:00am – 9:30am</td>
<td>Kindy</td>
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<tr>
<td></td>
<td>Years 3 &amp; 4</td>
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<tr>
<td>9:45am – 10:15am</td>
<td>Years 1 &amp; 2</td>
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<td></td>
<td>Years 5 &amp; 6</td>
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<tr>
<td>10:30am – 11:00am</td>
<td>Orientation for New Parents</td>
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<tr>
<td>11:15am – 11:45am</td>
<td>Kindy</td>
</tr>
<tr>
<td></td>
<td>Years 1 &amp; 2</td>
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<tr>
<td>12:00pm – 12:30pm</td>
<td>Years 3 &amp; 4</td>
</tr>
<tr>
<td></td>
<td>Years 5 &amp; 6</td>
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</table>

An orientation program for new primary families will be held in the music building at 10:30am. Enclosed registration forms are to be handed in to your classroom teacher. All Registration
forms must be brought back on Meet the Teacher day or the first day of school signed and edited. This includes a registration form, medical information form and an IT computer use form for each child. These forms are enclosed with this letter. This is important information needed to keep our database completely up to date in case of emergencies. Please ensure that you check, edit and sign these forms.

New students who have not been assessed will need to book for an assessment time in the week prior to school starting which is from Monday, 18 January. Please call the Admin Office, on 4977 0200 to arrange this. Feel free to visit the uniform shop if needed.

SECONDARY: Wednesday 27 January 2016

ONLY Year 7, 11 & 12 START SCHOOL. NO REGISTRATION DAY

Classes commence for only these year groups. All students must present at school in full summer uniform. There will not be registration day for any year group. Instead, an assembly will be held in the Multi-Purpose Centre at 8:40am, where uniform will be checked and all forms will be collected. These forms include the registration form, medical information form and an IT computer use form for each child. The forms contain important information needed to keep our database completely up to date in case of emergencies. Please ensure that you check, edit and sign these forms. Normal classes for these grades will commence after recess.

New Parent – Coffee & Muffin Welcome
8:40am – 9:40am in the Multi-Purpose Centre. Please join us once your child has started school for a coffee and muffin, all welcome.

WHOLE SCHOOL: Thursday 28 January 2016 (First Day of School)

Primary Campus – Years 1 to 6

Classes commence 9:00am – full summer uniform. Assembly in the quadrangle first up. Then go to your classrooms.

New Parents – Coffee & Muffin Welcome
9:00am – 10:00am in the marquee on the lawn. Once your child has started school please join us for a coffee and muffin – all welcome, primary and secondary parents.

Secondary Campus – Years 7 to 12 (inclusive)

ALL students will start today at 8:40 am. Full summer uniform is expected and will be checked for Years 8, 9 and 10. There will be no registration day for any year group. Students in Years 7, 11 and 12 will commence classes before recess. All other students will engage in roll classes where information will be shared, uniform checked and forms collected. All registration forms must be brought back on the first day of school signed and edited. This includes a registration form, medical information form and an IT computer use form for each child. The forms contain important information needed to keep our database completely up to date in case of emergencies. Please ensure that you check, edit and sign these forms.

KINDY: Friday 29 January 2016

Kindergarten students

Classes commence today at 9:00am – full summer uniform. Go straight to their classroom.
New Parent – Coffee & Muffin Welcome
9:00am – 10:00am in the marquee on the lawn. Once your Kindy child has started school please join us for a coffee and muffin – all welcome.

School Canteen
The School canteen will open for business on Monday, 1 February 2016 and will close on Friday, 9 December 2016. Please note that a cut lunch, and recess (optional) is required for all students, primary and secondary, for the first couple of days at school.

Stationery (Primary Students)
All stationery is provided for Primary students.

Stationery (Secondary Students)
Stationery lists are available on our website and were sent out with an email last year.

School Fee Account
Please mark your calendars with the prompt payment discount and due date of Friday, 5 February 2016.

Uniform Shop
Avondale School students present well in full School uniform. Neat and tidy presentation is reinforced through the School. Our faithful volunteer staff have once again made themselves available for the opening of the new school year. They will be in the uniform shop to assist your purchases as follows:

- Wednesday, 20 January 9:00am – 5:00pm
- Thursday, 21 January 9:00am – 5:00pm
- Wednesday, 27 January 8:30am – 5:00pm (Meet the Teacher Day/First day Years 7, 11 & 12)
- Thursday, 28 January 8:30am – 4:30pm (First day of school Yrs 1 to 6, Years 8, 9, 10)
- Friday, 29 January 8:30am – 11:30am (First day of school Kindy)

Meet the Teacher Day/First Day of School are busy days and we are hoping that these alternate opening hours the week before will be of some assistance to you. The Uniform Shop is located at the end of the Multi-Purpose Centre building.

Regular uniform shop hours for the remainder of the year will be:
Monday and Wednesday 8:30am – 4:30pm

Blazers
Avondale School has an option for students to wear school blazers. If you wish to order a School blazer, please contact the Uniform Shop. We would encourage students in Years 10 to 12 to wear blazers.

Second hand uniforms
The uniform shop currently has excellent stocks of second hand uniforms and will continue to sell limited stocks of second hand uniforms.
Alternatively, you can buy and sell second hand uniforms through The Sustainable School Shop at [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

**School Bags**
School bags with the School logo are compulsory. They are available for purchase from the Uniform Shop. You may wish to attach a photo ID or a key tag to identify your child’s school bag. This tag is free of charge, and will be processed in the first few weeks of school. Forms for the photo ID tags are available from the Primary and Secondary office.

**Technology – Secondary Only**
In 2009 we began the one to one laptop roll out for all students on the Secondary Campus. The program continues in 2016 as follows:

**Year 7** – An information evening will be held for parents of Year 7 students on Tuesday, 16 February. In Week 4, iPads will be given to students, however, the internet will not be accessible from home on these devices throughout Term 1. Internet access will be automatically activated in Term 2.

**Year 8** – iPads. Students in this grade will continue with the use of their iPads for 2016 as normal.

**Years 9 and 11** – Students in these grades received their upgrade laptops in Term 4 of last year. They will continue with the use of these new models for 2016.

**Years 10 and 12** – Students in these grades will continue with the use of their laptop for 2016 as normal.

If there are any new non Year 7 students to Avondale School for 2016 who were not here in 2015 and as yet do not have laptops, one will be issued in Week 1 after a computer boot-camp has been engaged. Parents of new students, please feel welcome to come along to the allocated parent evening (to be confirmed).

As with all network access and the technology program, there will be an IT computer use agreement to sign before access is granted (included with this letter).

In 2016 the continued focus of the laptop program will be firmly on maximizing learning. The combined efforts of teachers and IT staff will be focused on this outcome.

We are intent on educating for responsible use, including the use and access of non-educational sites.

**Internet Communication**
An important part of education at Avondale School is the security and proper use of the Internet.

**Secondary** - Avondale School has an agreement outlining the expectations and responsibilities that must be signed by our students and parents, before login access is granted. Your cooperation in completing this document is appreciated. The document should be completed and handed in on the first day of school.
**Primary** – All students and parents/guardians in Years 2 to 6 are required to read and sign the Primary Technology Acceptable Use Policy. This has been enclosed and should be completed and handed in to the class teacher on Meet the Teacher Day (Wednesday, 27 January).

**Travel Information – Opal Card**
School Opal cards will replace the old paper bus and train passes in 2016. Students in Kindy, Years 1, 2, 4, 5, 6, 8, 9, 10, 11 and 12 who had a bus pass in 2015 will automatically be issued with an Opal card when the passes arrive at school - which we have been advised will be within the first few weeks of Term 1. Students in Years 3 and 7 in 2016, who did not complete and return an old style bus form and return it to school by 20 November 2015, will need to apply online.

All new applications for bus passes and change of address etc need to be completed online at [http://www.transportnsw.info/school-students](http://www.transportnsw.info/school-students). Once completed, the application is to be printed and returned to the school for endorsement and school will send it through to Transport NSW, who will send the Opal card directly to the address provided on the application.

Avondale School uses Hunter Valley Buses (Morisset). Please call them on **4973 2114** for pick up and drop off locations and times, and any other bus information.

**Privacy**
At Avondale School we are committed to protecting your privacy and maintaining the accuracy and security of your details. It is a requirement that we provide details to bus operators and the State Government. It is our intention at all times to maintain your privacy by maximising your opportunities to receive benefits by providing the required details to these departments.

**Commencement celebration**
On Friday, 29 January 2016 at 9:30am there will be a Commencement Celebration to mark the opening of the school year. Students from Years 1 to 12 will be involved and we would ask that you mark this special time on your calendar. Parents are welcome to attend this event in the Multi-Purpose Centre at Avondale School.

If you need any further information, please contact the Avondale School office on **4977 0200**.

Yours sincerely

[Signature]

Dr David J Faull EdD
Principal