



Friday 31 March 2023

Dear Parent(s)/ Guardian(s),

I hope this letter finds you and your family in good health and spirits. I am writing to you today to discuss the expectations we have for our students when we return from the Easter Holidays.

Only in **exceptional circumstances** should students attend appointments during the school day. Signing out for students will now be facilitated during **break and lunch times only**. We are no longer in a position to call students out of class on the intercom due to constant disruption to teaching and learning. All students are expected to remain until the end of the school day 4pm Monday -Thursday and 1.15pm on Friday. Students are not permitted to sign out themselves, they must be collected and **signed out by a parent/guardian**.

A reminder to students that if you are ringing home sick, you must inform your year head/tutor/teacher first and then school personnel will initiate contact with parents. We have experienced an arising issue in students contacting parents directly from their own phones and then parents arrive unannounced to collect students without any prior communication. **Students do not have permission to use their phones to make contact this way and future breaches will result in implementation of school rules**, i.e. confiscation of mobile phone. Students are reminded that the only way to contact home is through the main office or relevant Year Head.

As you may know, we have a school uniform policy in place to ensure that our students maintain a professional and respectful appearance while in school. Wearing a uniform helps to promote a sense of belonging and school pride, it helps to create a positive learning environment for all students and it minimizes distractions. I would like to communicate advance notice of a series of Uniform checks that will commence after the Easter Break. **Please ensure students are in Full Uniform for the last school term**. I would like to thank those families who do ensure that their children are in school uniform each day and are keen to demonstrate to their children the importance of education by following school policy.

Please note that we have a variety of options available for families who may need assistance obtaining uniforms, including second hand uniforms. If you have any questions or concerns about uniform requirements or need assistance, please do not hesitate to reach out to us.

I am appealing to families regarding any **outstanding school fees** for your child if applicable. We understand that sometimes, it can be difficult to keep up with payments, but we kindly remind you that the payment for the current school term is now well overdue. It is essential that all fees are settled to ensure that all students can continue to benefit from the quality education and opportunities provided by our school. I encourage you to contact us as soon as possible to arrange payment. If you have any questions or concerns, please do not hesitate to contact me. I appreciate your cooperation in this matter and look forward to your prompt payment before the end of the academic year.

Finally, I am very pleased to be able to inform you about some exciting developments at our school. We have recently commenced ground works for our additional **Modular Buildings** that will enable us to provide an even better education for our students. The new buildings will be used for a variety of purposes, including general classrooms and specialized facilities for our (ASD) Special Class. This will allow us to offer a wider range of courses and programs to our students, and to provide them with more opportunities to explore their interests and develop their talents. We are very excited about these developments, and we believe that they will help us to continue to provide the highest quality education for our students. We are committed to ensuring that our students have the resources and support they need to succeed, and we believe that these new buildings will help us to achieve this goal. We will be providing more information about these developments in the coming weeks and months, and we encourage you to stay in touch with us and to ask any questions you may have.

Thank you for your ongoing cooperation and support. Wishing all the parents and students out there a joyful and happy Easter season!

Regards,



John Nolan
Principal.