



# CENTENARY HEIGHTS STATE HIGH SCHOOL

*Safety - Respect - Learning*

30 January 2017

Dear Parent/Carer,

Welcome or welcome back to the 2017 school year! I hope that you all had a safe and enjoyable break.

We look forward to working closely with you this year as we work as a team to support your child. By now your child's Case Manager and yourselves have hopefully been in contact. We welcome and encourage regular contact with you regarding your child's progress and wellbeing.

We would ask that this contact be made in the following ways.

Please make use of your child's School Diary. Case Managers will check these regularly and we ask that you do the same, for notes from us and homework due. It is a great way of quickly and easily maintaining contact with each other.

If you are phoning please contact Amanda Hunt, our Administration Officer, on 4636 7555, and you will be put through to your Case Manager if possible, or a message can be taken.

Please remember that Case Managers have a full teaching load so are generally on class, preparing lessons or on playground duty. As with the School Policy, they will endeavour to call you back within a 24 - 48 hour time frame. Of course if it is urgent, please let Amanda know this so we can help.

Email is also a great way to contact your child's Case Manager as well. Please ask for his/her email address if you do not already have it. Once again please be mindful of the response time needed by staff. I do ask that if it is urgent please do not email the Case Manager. While staff do check their emails daily, there may be times that they may be away or the system is down.

We know that on occasion our students do forget to bring the necessary items to school. The school has a policy of not delivering items to students during school time. If your child does forget something, and you bring it in, we will attempt to get the item to him/her in time for class but cannot always guarantee this as staff may not be available to take it to him/her, or be able to locate them in the playground.

If your child is absent from school, please phone Amanda Hunt, on 4636 7555 before 9.30am, rather than the absentee line. That way the SEP staff are aware of the absence. We will inform the front office as well. If you do not advise the school of your child's absence a Text Message will be sent at approximately 10am each school day requesting you to contact the school and explain your child's absence.

A reminder that the first bell rings at 8.35am and Pastoral Care starts at 8.45am. If students are even a few minutes late parents are to inform the school as to the

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reason. It is important for students to be punctual to PCG so that they do not miss any of the daily notices.

Car access to the school grounds is not permitted during school hours. Some parents will have already received a boom gate card allowing access to drop off or pickup their child from near L block (SEP Administration Building). If you believe that it is not safe for your child to be dropped off or wait outside the school grounds, please contact your case manager to discuss this matter.

Thank you,



Julie Nobbs  
Head of Special Education Services



Maryanne Walsh  
Principal

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