



# Les Powell School NEWSLETTER

Cnr Townview Road and Hoff Street, Mount Pritchard NSW 2170  
Phone: 9821 1711, Fax: 9821 2634, Email: lespowell-s.school@det.nsw.edu.au

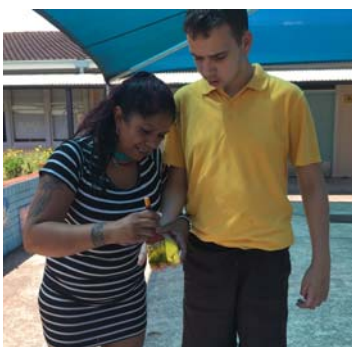
7<sup>th</sup> Dec 2017

## PRINCIPAL'S REPORT

Dear parents, carers and friends of Les Powell School. This week we joined people across the world to celebrate International Day of People with Disability through lesson programs and activities. International Day of People with Disability celebrated on Sunday 3<sup>rd</sup> of December. This year is a United Nations sanctioned day that aims to increase public awareness, understanding, and acceptance and celebrate the achievements and contributions of people with disability. The theme for 2017 International Day of People with Disability is "Transformation towards sustainable and resilient society for all". The overarching principle of this theme is to 'leave no one behind' and empowers people with disability to be active contributors of society.

At Les Powell this week, students and staff have joined in the celebration by working through a unit of work coordinated by assistant principal Mariana based on the novel, *WONDER* by RJ Palacio that has also recently been made into a film.

*WONDER* tells the incredibly inspiring and heart-warming story of August Pullman, a boy with facial differences who enters fifth grade, attending school for the first time. The story covers the areas of bullying, resilience, understanding differences and tolerance. The unit of work made available to all classes catered for all our ages groups. To conclude the *WONDER* theme and celebrate International Day of People with Disability, all students have added their hand prints to a canvas. The canvas will be the first artwork to go up on display in the hall between the school foyer and library that is currently being re-painted. When re-painting is finished, the hall will be our school gallery!



We have had a lot to celebrate since our last newsletter. Included in this newsletter are fantastic photos of Team Les Powell who proudly represented us in this year's School Spectacular. Well done My An, Brendon, Alex, Nicholas, Said and Jerhome. I know your program coordinating teacher, Gina and SLSO, Kim were very impressed with your enthusiasm and participation across the whole of the shows.

Also included in this edition is a collection of photos taken at our Year 12 Graduation Formal for students Lauren McDonough, Fadi Salek and Steven Van. I am sure you will agree that the graduation committee lead by teacher Jyoutsna did an amazing job in the decoration and I can attest to the entire amazing organisation that was done leading up to the evening and then during the evening to ensure everything went like clockwork.

To our graduating students, Lauren, Fadi and Steven, you have left a lasting memory with all staffs who have watched you learn and grow during your time at Les Powell School. I wish you all the very best as you transition to a new phase in your young adulthood. May the new year bring new adventures, experiences and opportunities to continue to grow and share your WONDER!



As we farewell our senior students, I would also like to take this opportunity to farewell staff who will be leaving the team for new schools for the 2018 school year: To Cecilia Grossman and Kim Wilkinson, I wish you both a wonderful start in your new schools and hope that you may take a little time over 2018 to think of us and remember your time at Les Powell warmly.

At the end of this newsletter you will find attached, a copy of our School Attendance Policy Implementation. This document outlines how we, as a school community implement the Department of Education Attendance Policy. The document outlines our roles, obligations and provides copies of the templates that will now be operational, to support strong communication between school and home regarding student attendance.

Please feel free to call me should you wish to discuss any aspect outlined, or if you wish to clarify any information or templates provided.



The end of this school year signals the final phase of the School Plan 2015-17.

During this term, the Executive Team have been reviewing our school's vision statement, programs and practices we would like to implement, as well as considering key areas we would like to grow and improve.

In our office foyer, I have placed a red box for your feedback. I invite your feedback, be it by conversation or simply write down what you would like the school to develop across the following areas:

- ◆ Our school vision statement
- ◆ Student wellbeing
- ◆ Teaching and learning
- ◆ Community communication and connections

All feedback; staff and family's, will go towards ensuring the 3 Strategic Directions of the School Plan 2018-20, reflects our school community's preferred direction for growth. Your voice and contribution is greatly valued.

I look forward to the new year and feel confident that 2018 will bring a number of exciting opportunities for our school community.

Best wishes for a safe and happy Christmas holiday.

Sandra (Mrs Ace)

**Dates to remember:**

Last school day for students is 15 December, 2017

First school day back for students is Tuesday 30 January, 2018

WHITE CHRISTMAS AT LES POWELL  
SCHOOL



# News From The Classroom



## CLASS 1F

*Our class recently went on a excursion with 3C, 9A and 10J to Thirroul Beach. All students had a very enjoyable day with perfect weather. Students enjoyed a walk along a path near the beach and also had their lunch under cover in a nearby park. Some students also had a walk around the park and enjoyed the fresh sea air.*

*We would like to congratulate Lauren on graduating from Year 12 and also all students in 1F for their hard work during the year. We wish all students and parents a safe and happy school holidays.*

*Regards from  
Fred, Haroula and Yanela*



# News From The Classroom



## *FROM 3C*

As we come to the end of this academic year , I would like to take this opportunity to thank all parents and carers for their support this year. The year's end always brings with it a tremendous sense of accomplishment. The students have participated in an extraordinary number of activities. Throughout all of these activities our students have demonstrated great enthusiasm.

We had fun in the swimming pool and enjoyed our excursion to Thirroul Beach and had an amazing time watching the waves hit the seashore.

From all of us at 3C, we wish you a Merry Christmas and A Happy New Year.

Have a safe and wonderful summer holiday.

Best Regards,  
Caroline, Darlene & Maryanne.



# News From The Classroom

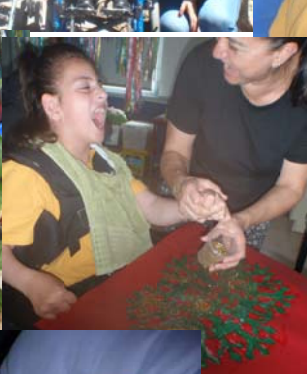
## CLASS 4C

Another successful year draws to a close. We are so proud of our students' progress. Their achievements extend from gaining physical mobility confidence to academic, creative arts and using assistive technology in their communication. It's been a busy but fantastic year. The highlights are too many to mention, but one of the best is the up close and personal experience with nature and animals in our excursion at Symbio Wild life.

To our wonderful principal; Mrs Ace, parents and volunteers, particularly John and Krys Rowland and all the staff who took part in helping us achieve our learning outcomes.

**A HUGE THANK YOU FOR ALL THE HARD WORK AND SUPPORT YOU HAVE GIVEN US!!**

Class 4C, Cecilia and Eda





## CLASS 5M

It is hard to believe that the end of the school year has arrived!

We should not forget the tremendous amount of learning that has taken place during this year. We enjoyed reading the picture book 'We're All Wonders' to recognise International Day of People with a Disability chosen by our fabulous Relieving Assistant Principal Mariana Rosales. We created artwork for the story. We have started to develop skills needed for year 1 and we have made many new friends along the way.

We wish you a Merry Christmas and A Happy New Year from all of us in 5M. Have an enjoyable and safe summer holiday!.

Regards  
Annie & Ranjana



*Our class read "We're All Wonders" by R.J. Palacio in preparation to celebrate International Day of People with Disability, December 3, 2017. As part of our library we completed a book report. We also made a poster and traced words using alliteration to describe how wondrous we are and then posed for a lovely portrait.*

*Kim and Mariana*





# News From The Classroom

## CLASS 8G

8G have had a busy term, working on their individual programs and improving their practical skills, especially in cooking and gardening.

We have been looking forward to the presentation assembly and practising our item to perform for the parents and friends.



Congratulations to the 8G students who performed at the Schools Spectacular last weekend. They had an amazing experience!



Student reports will be sent home in a few weeks and we hope that you will view the reports with your child and celebrate their progress.

*Warm regards, Gina, Stanton & Kim*

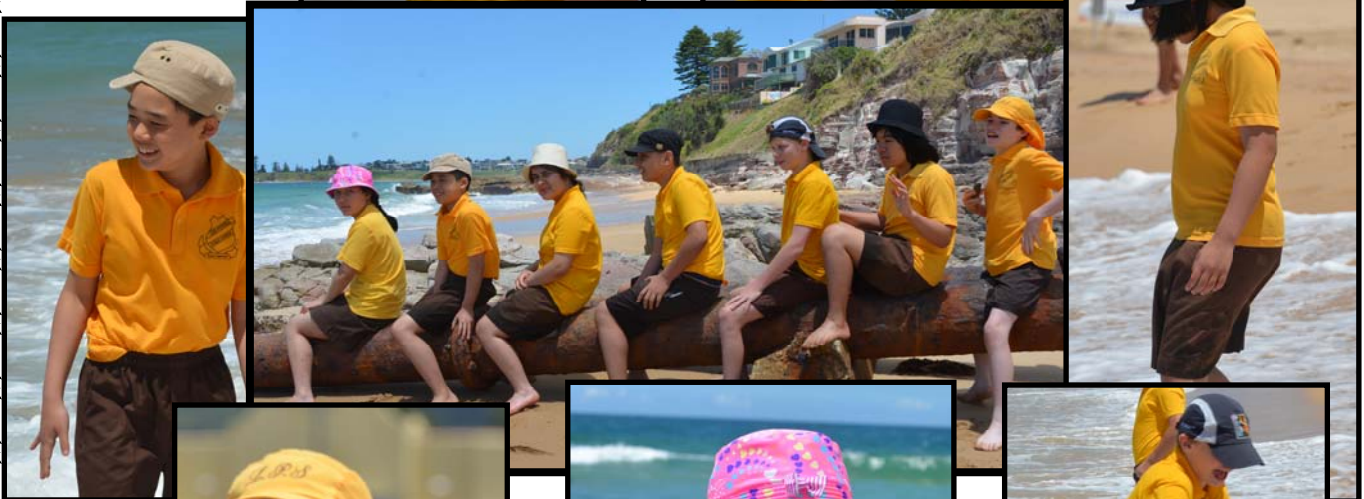
# News From The Classroom

## CLASS 9A

This year, has been full of events and activities for the students in our class. They have worked exceptionally well at school and participated superbly in the community. Their manners and behaviour at shopping centres and food courts have to be commended. Therefore, we decided to reward their great accomplishment and enthusiasm by going to an exciting class excursion to Thirroul Beach. The weather was beautiful and the students had a fantastic day at the beach. Our highlights were feeling the cold water when the waves hit the seashore with our bare feet and walking through the sand along the beach. After that great experience, the students had a picnic-lunch in a nearby park. It was a perfect day to finish **2017!!!**

Congratulations to all our students and a big thank for all parents and families who supported us throughout the year. We wish you a safe and wonderful summer holiday.

**Regards, Andres & Ida**



# News From The Classroom

## CLASS 10J

Congratulations Steven Van on your graduation. We are all proud of your achievements. You will be missed by your friends at Les Powell School. Students visited Thirroul beach on Thursday, 23<sup>rd</sup> of November for end of term excursion. Their level of engagement and enjoyment can be seen in these pictures.

Class 10J has been working hard towards achieving their goals for this year. We would like to congratulate our students for finishing their academic year to the best of their ability.

Finally we would like to wish you all a Merry Christmas and a Very Very Happy New Year.

Have a safe and healthy holidays.

Regards

Jyoutsna and Raquel

### STUDENTS IN ACTION



## CLASS 11C

Dear Parents and Carers

Term four is nearly over and I am sure we are all looking forward to our end of year school break. Our students have been participating in Special Olympics Program this term and have enjoyed it very much. Students were learning skills such as shooting for basketball, batting skills for playing cricket and tennis. Our students are also practicing their Christmas Item for the end of the year assembly and we are all looking forward to it. Finally, we would like to congratulate all our students for their great participation and being engaged with their learning program. Well done! To our parents and caregivers 'A Big Thank You For Your support' this term and throughout the year.

Chandra and Kerri



# News From The Classroom



## CLASS 12H

Dear Parents/Carers,

Another busy year is coming to a close, 12H students have been to the Variety Children's Christmas party and also to Warragamba Dam this term.

We wish all our students and parents a Merry Christmas and a Happy and safe new year.

Hellen & Julie 12H.





resourcing  
inclusive  
communities

An initiative of

family

A D V O C A C Y



## Developing Community Connections

Strategies for assisting a person with disability to  
connect with community around shared  
interests and experiences

We know people want to be more actively engaged in their communities but we are often unsure what to do and our attempts to assist fail.

Join us and learn practical strategies to take effective action.

**FREE** for people with disability, family members and allies  
**\$50** for professionals

### DECEMBER WORKSHOPS

MITTAGONG	5 December 2017	Mittagong RSL Club
GOULBURN	6 December 2017	Mercure Goulburn
BANKSTOWN	7 December 2017	Bankstown Sports Club

All workshops are **9:30 AM to 3:00 PM** - Registration from 9:00 AM

Morning tea on arrival and light lunch provided

**Register now at: [ric.org.au/events](http://ric.org.au/events) or call**

**1800 774 764**

# Come and explore a six-step process to help you:

start with the person  
craft valued roles  
consider the right supports  
keep the connections growing

map the community  
prepare to ask others to be involved  
develop natural supports

Receive a free workbook that will help you continue the process

## Meet the presenters

### Meg Sweeney

Meg has been an advocate for people with disability since her first daughter was born with significant Intellectual disability. She is passionate about crafting valued roles for people that enable individuals, with the right support, to make a contribution to community. This vision has been the catalyst for supporting her daughter to live in her own home, have paid work, volunteer in a crèche and connect with people around her interests.



### Ric Thompson

Ric has worked for more than 30 years with people communities, organisations and governments to assist individuals with disability to have meaningful connection with people who share the same passion. He has tried and tested the strategies shared in this workshop and can testify to the transformation he has seen in people's lives.

**Family Advocacy** is an independent and impartial Advocacy Organisation that works with families across NSW to promote and defend the rights and interests of people who have a developmental disability\*. Our aim is to achieve positive social roles for people with disability through the development of advocacy by families and by strengthening the knowledge, role and influence of the family.

**Resourcing Inclusive Communities** is an initiative of Family Advocacy that works with families who have a family member with developmental disability\*. We provide information, ideas and resources about developing a positive vision, building informal supports, establishing networks, creating community connections and self directing supports.

\*Developmental disability includes but is not limited to: autism, intellectual disability, cerebral palsy, spina bifida and multiple disability.

Receive a free workbook that will help you continue the process



# Les Powell School Community Watch Newsletter

Hello everyone,

As we come to the close of another busy year, I'd like to take this opportunity to thank everyone for their support of our great school and I sincerely hope that you have obtained enough information and support from our workshops and other activities.

We have a number of activities and workshops in the planning for 2018 and I hope that you will be able to attend and join in with other parents to share your experiences and have a laugh in the process.

Our Year 12 Graduation was held at the school this year and was a great success. Congratulations to the staff at LPS for organising such an outstanding night. As has become the custom, Fairfield City Council supported our graduates with a Scholarship Grant which will help provide them at home or in their new endeavours. A huge thank you to Fairfield City Council for continuing to support our great school.

At this point, I would like to say thank you to our business and parent supporters who have helped contribute to fundraising activities throughout the year. Their continued support is invaluable.

Century 21 Real Estate, Bonnyrigg  
Bunnings Warehouse, Bonnyrigg  
Krys and John Rowland  
Shae Hejazi  
Michelle Hebeston  
Suzana Spirkovski  
Stella Monteleone

I wish all the families of Les Powell School a very Merry Christmas and a peaceful and Happy New Year and look forward to seeing everyone again when the new school year begins.

*Denise Bugeja*

Phone: 9821-1711 Mobile: 0407957715

Email: [denise.bugeja@det.nsw.edu.au](mailto:denise.bugeja@det.nsw.edu.au)



## DIARY DATES

Friday 8th December:  
End of Year Assembly and light refreshments  
for parents. Starts 11 till 12.30 pm



## UNIFORM SHOP

Summer uniforms are now in stock. If you wish to order, simply complete a uniform order and send it back to school. **You are now able to pay via credit card on-line only via the school website.** Cash and cheque are still accepted.

Your order will be filled and sent home with your child. **Or**, you will be contacted when the order is ready to be collected and paid for.

We also have an number of good quality second hand uniforms available for free. Winter uniforms will not be available to order until end of Term 1.





# Les Powell School Community Watch Newsletter

## **PHOTO GALLERY PARENTS' XMAS LUNCH**

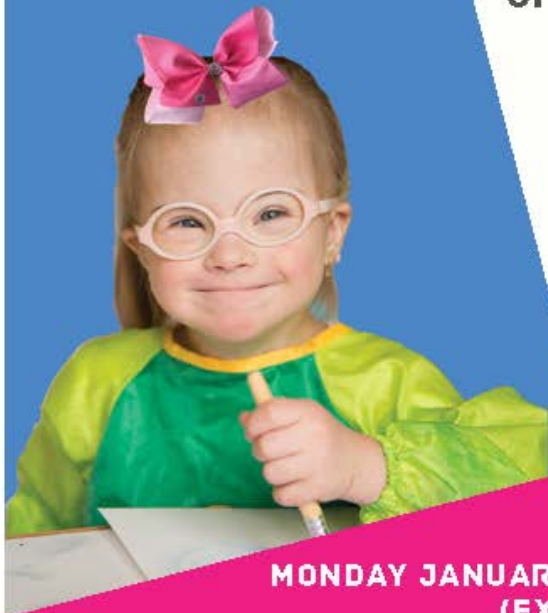




JOIN THE FUN AT AFFORD!

Register  
Your Interest

LOTS OF FUN  
ACTIVITIES TO ENJOY:-  
MOVIES, OUTDOOR BALL  
FUN, WATER PLAY,  
CUPCAKE DECORATING,  
MINI GOLF,  
ARTS AND CRAFT, MUSIC  
AND DANCING PROGRAMS  
AND LOTS MORE!



# afford

# VACATION

# CARE



FOR PARENTS/CARERS  
OF CHILDREN WITH A DISABILITY WITH  
AN NDIS PLAN  
AGED 7 - 15 YEARS OLD  
9.00AM - 3.00PM  
MONDAY - FRIDAY  
DURING SCHOOL HOLIDAYS



MONDAY JANUARY 8TH TO WEDNESDAY JANUARY 31ST, 2018  
(EXCLUDING PUBLIC HOLIDAYS).

PENRITH REGION

RSVP: BY DECEMBER 15TH, 2017 TO REGISTER YOUR INTEREST!

CALL DAWN SEARLE TO SEE IF YOU'RE ELIGIBLE: 0466 146 029

DAWN.SEARLE@AFFORD.COM.AU



# Les Powell School Community Watch Newsletter



## FRI 8<sup>TH</sup> & SAT 9<sup>TH</sup> DECEMBER 2017

WHITLAM LEISURE CENTRE, LIVERPOOL

[f/SouthWestDisabilityExpo](#) [southwestdisabilityexpo.com.au](#)



# My Future My Choice

Over 100 Exhibitors | **ndis** Speakers | Kids Entertainment

Brought To You By



Proudly Sponsored By







# News From The Office

---



## Reminders



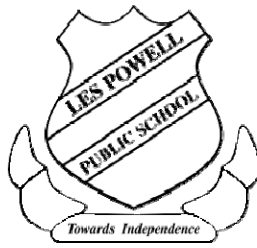
### Contact details

Any change of address or contact details please notify the school ASAP.

### Transport

If changing address be mindful that it can take 2 weeks to be approved. Therefore your child cannot travel on the bus “to and from” school until change of address has been approved.





*Towards Independence*

## **Les Powell School Attendance Policy Implementation**

### **Rationale**

Regular attendance at school is essential for students to achieve quality life outcomes. Schools, in partnership with parents are responsible for promoting the regular attendance of students. Parents of children of compulsory school age are responsible for ensuring their child attends school every day. In this policy implementation document, the term 'parent' or 'parents' includes any person or persons having the custody or care of a child.

### **School procedures and expectations**

Attendance is everyone's business. At Les Powell School, it is every staff's responsibility to support parents by monitoring student attendance and helping to address attendance issues when they emerge. In order to ensure that as a school community we meet our obligations under the department's policy and the Student Attendance in Government Schools Procedures (<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>), the following are to be sustained:

**An informed school community:** Communication to parent in relation to compulsory school attendance is outlined in school information booklets and orientation programs. Yearly reminders are provided through school newsletters and information sheets (Appendix 1) are available through the school's website. Parents are provided with copies of the Student Absence Note Booklet (Appendix 2), at the start of each school year or as required. This will include translated formats for parents as required.

Staffs are informed of their responsibility throughout the year at staff meetings and information is provided to all new staff through the school's staff orientation package.

**Accurate record keeping:** Teachers mark class rolls daily before 10am using the On-Track (ebs4) electronic platform (see below attendance of register codes). Absence notes should be signed and dated by the teacher when received and sent to the office. Office staff will enter the details into EBS-Central.

If an absent note is not received with the student when returning to school, it is the teacher's responsibility to obtain a reason for the student's absence by phoning the parents. Reasons for absences given verbally or over the phone by parents are to be recorded using the school's 'phone in absence slip' (Appendix 3). The completed slip should then be forwarded to the office staff, who will update information on EBS-Central.

After 2 days of absence, the class teacher will call the parent. When a student is away for more than 2 days without an explanation from the parent, or an attendance pattern of concern emerges, a referral to the school learning and support team will be activated for follow up procedures, according to the department's attendance policy. This may include a referral to the home school liaison program.

Office staff will generate letters through the EBS-Central to remind parents of days that their child has been absent and parent feedback is pending (Appendix 4). This will occur once a term or as deemed necessary by the school learning and support team.

## Records are maintained in an accurate format using the correct codes:

<b>Attendance Register Codes</b> Symbols to be used for explanation of student absence	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided.
<b>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>- a medical certificate is provided or</li> <li>- the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- travel in Australia and overseas</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>
<b>E</b>	The student was suspended from school

### Leaving early/late arrival

Students going home during school hours should be collected by an adult at the front office. Should the adult collecting the student, not be the students' parent, the adult must be identified in the school records as having the parent's permission to pick up their child.



A note signed by the parent will be kept as a record of the early pick up (Appendix 4). All partial absences are recorded in EBS-Central by school office staff. Parents are to wait at the office while the teacher or SLSO brings the student to the office.

When student arrives late for school, parents are to sign in the student at the front office and provide a reason for being late (Appendix 5).

### **Students travel or holidays taken during the school term**

From the beginning of 2015 as aligned with department policy, family holidays and travel are no longer considered under the 'Exemption from School – Procedures'. Travel and holidays taken by students outside of school vacation periods will now be included as absences. A 'Certificate of Exemption' can no longer be granted for this purpose. Families are encouraged to holiday or travel during school vacations.

Where the principal considers that the travel is appropriate during the school term, the principal will issue the parent with an 'Application for Extended Leave – Travel' (Appendix 6), for completion and inform the parent that if the application is accepted, the absences will be recorded as "L" and a 'Certificate of Extended Leave – Holiday' will be issued.

If the principal does not believe the absence is in the student's best interests and does not accept the reason provided, the absence will be recorded as "A" and a 'Certificate of Extended Leave – Holiday' will not be issued.

### **Exemption from school**

As stated in the 'Exemption from School - Procedure: School Attendance Policy' PD 2005 0259, 2015 ( [https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf) ), students may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A 'Certificate of Exemption' will only be granted when it has been clearly demonstrated that an exemption is in the student's best interests in the short and long term.



Education &  
Communities

## Compulsory School Attendance

### Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

#### What are my legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the Board of Studies, Teaching and Educational Standards for homeschooling.

Once enrolled, children are required to attend school each day it is open for students.

#### The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

#### What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

#### Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.





### **My child won't go to school. What should I do?**

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

### **What might happen if my child continues to have unacceptable absences?**

It is important to understand that the Department of Education and Communities may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department

may apply to the Children's Court for a *Compulsory Schooling Order*. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

### **What age can my child leave school?**

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

### **Working in Partnership**

The Department of Education and Communities recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

**If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school.**

**Further information regarding school attendance can be obtained from the following websites:**

#### **Policy, information and brochures:**

Please visit the Department of Education's *Policy library*

#### **The school leaving age:**

Please visit the Department of Education's *Wellbeing and Learning* website

#### **Do you need an interpreter?**

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on 131 450. You will not be charged for this service.

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships


T 9244 512

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)


© February 2015

NSW Department of Education and Communities

Cover:

	<b>LES POWELL SCHOOL</b>
Dear Parents/Caregivers,	
Please find attached a Student Absence Booklet for you to use when your child is absent from school.	
Complete the note when your child is absent for one or more whole days and send to the class teacher when your child returns to school. Please retain the Parent Copy for your records.	
A reminder note towards the back of the booklet can be used when you require another book.	

Booklet body:

<p style="text-align: center;"><b>Parent Copy</b></p> <p>Date Note Sent: .....</p> <p>First day of Absence: .....</p> <p>Last day of Absence: .....</p> <p>Reason Given ..... ..... .....</p>	<p style="text-align: center;"><b>Les Powell School</b></p> <p style="text-align: center;"><b>Student Absence Note</b></p> <p></p> <p>Student Name:.....Class: .....</p> <p>First day of Absence:..... Last day of Absence:.....</p> <p>Reason for Absence: <i>(please tick the appropriate box and give details).</i></p> <p><input type="checkbox"/> Sickness:.....(e.g flu, seizure)</p> <p><input type="checkbox"/> Family reasons: .....(e.g attending funeral)</p> <p><input type="checkbox"/> Other reason:.....(e.g attending religious ceremony)</p> <p>Name of Parent/Carer:.....</p> <p>Signature:.....Date:.....</p>
---	---



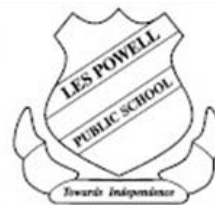
## Phone in absence note

We received a telephone call on \_\_\_\_\_ Time \_\_\_\_\_ From  
\_\_\_\_\_ to say \_\_\_\_\_ will be/  
was absent from school on/from \_\_\_\_\_ because  
\_\_\_\_\_

## Appendix 4: Student Absence Reminder to Parent Letter

### LES POWELL SCHOOL

Cnr Townview Road and Hoff Street  
MT PRITCHARD NSW 2170  
Phone 9821 1711 Fax 9821 2634  
Email lespowell-s.school@det.nsw.edu.au



Mrs XXXXXXXX  
48 XXXXXXXX Street  
XXXXXXXXXXXXXXXXX NSW 2166

Student SRN: XXXXXXXX  
Roll Class: CLASS X

Dear Mrs XXXXXXXX

STUDENT was absent from school on the date or dates shown below and no satisfactory explanation has been received.

Date(Time if Partial Absence is included)
27/10/2017

The *Education Act 1990* requires you to ensure your child attends school each day that instruction is provided unless they are prevented from doing so by sickness or other acceptable reason and for you to provide an explanation for any absence.

The Act requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please provide an explanation in the space below and return this form to the school as soon as possible. If you have concerns that our records are incorrect, please contact the school immediately.

Alternatively you may wish to contact the school on 02 9821 1711 to discuss your child's attendance.

If you need help with English and would like further information, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Yours sincerely

Sandra Acevedo-Rugg

**Relieving Principal**  
Tuesday, 21 November 2017

Please provide an explanation for the absence/s by returning this section or telephoning the school.

Name of Student \_\_\_\_\_ Year/Class \_\_\_\_\_

Date (Time if Partial Absence is included)	Please enter reason for absence	Please obtain a teacher signature if the student was present
27/10/2017		

Parent/Carer Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

Appendix 5: Late or Early Student Pick Up Note

---



**Late Arrival / Early Departure**

**Late Arrival**

**Early Departure**

Student \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reason

---

---

---

---

Signed (parent/guardian)



# Appendix 6: Application for Extended Leave – Travel

## APPLICATION FOR EXTENDED LEAVE – TRAVEL



Education &  
Communities

**NOTE:** **PART A** is to be **completed by the student's parent** and returned to their child's school principal.

Separate applications are to be completed for each school if siblings do not attend the same school.

### PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			

Student address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

School name: \_\_\_\_\_

Dates of extended leave applied for: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Reason for travel \_\_\_\_\_

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

### DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption/Extended Leave-Travel attached (Please tick  Yes  No

### PARENT DETAILS (Applicant)

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PRIVACY STATEMENT

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave-Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

#### PART B : TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave- Travel*. (Please tick one box 

Yes  No

Please provide more detail here (if required):

---

---

---

---

---

Principal's name (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.**

## LIGHTS FOR CHILDREN

Raising money for sick kids

# ANNUAL LIGHTS

**RAFFLE \$1.00 A TICKET 1ST, 2ND, 3RD PRIZES**

**Santa photos for a gold coin donation**

**Starts 1 Dec 2017**

**Lights will be on from 8pm to 10pm week nights**

**Weekends lights will be on from 8pm to 11pm**

**Santa is every night**

**We do children's photos**

**We also do any kind of animal photo too**

**Come and enjoy the fun and help us raise money**

**To get to our target of \$2000.00**

**In sadleir ave where the bright lights**

**Will lead you to the houses**

**Raffle will be drawn on 22nd Dec at 7pm**



