

FROM THE

PRINCIPAL'S DESK

6TH
FEBRUARY

Welcome

Dear Parents and Carers, Welcome to the 2025 school year and to those families new to our school, we extend a warm welcome to you and hope your time at Eaton Primary School is both rewarding and enjoyable.

This week it was a joy as we opened the gates to a sea of happy, enthusiastic students ready to embark on their new school year. Families navigated the new school room numbers and layout exceptionally well and we are confident that this will become second nature to us all shortly.

Throughout the holidays, our school has been a hive of activity with staff busily preparing their rooms and learning programs for the year ahead. Our school grounds have also received further upgrades with offices being painted and new carpet installed in some classrooms.

2025 Staff and Structure

Attached is a copy of 2025 Staffing Portfolio and School Structure for your information.

Timetable

We would like to inform you of a slight change to the recess and lunch times for 2025. After careful consideration, we have adjusted the schedule to better support students' learning and align with Specialist timetables.

- Recess will now be from 10:45 AM to 11:05 AM
- Lunch will be from 1.05 PM to 1:45 PM

These updated times are designed to enhance the flow of the school day and ensure that our Specialist programs run more smoothly, shorter afternoon sessions while also providing students with the optimal break times for learning and focus.

We appreciate your understanding as we make these improvements to benefit our students. Should you have any questions, please don't hesitate to reach out.

Student Update Forms

This week, your child has brought home their Student Update Form. We urge parents to carefully review the details on the form, make any necessary updates, and promptly return the form to school.

School Drop off and pick up

We would like to remind you of our school procedures regarding student arrival and pick-up times.

- Classrooms open at 8:30 AM, and we encourage students to arrive no earlier than this time.
- If students arrive before 8:30 AM, they are required to sit at the library, where they will be supervised, starting at 8:20 AM.
- Students should not be on the playground or roaming around the school before this time.
- Students may wait outside their classroom with a parent, but they should not use the playground equipment before school.

Additionally, please note that students must be picked up promptly in the afternoon, as there is limited duty of care available once school is dismissed.

We appreciate your cooperation in helping us ensure the safety and well-being of all students.

As we embark on this new academic year, I am filled with enthusiasm and optimism for the opportunities and successes that lie ahead for our school community

Communication Charter

We are excited to give you a 'snippet' of our Draft Communication Charter, we look forward to presenting it to our School Board this term but in the meantime, we wanted to give you our why and our first step.

Why: Quality communication is our goal, and as educators, we acknowledge the role of parents as joint partners in their child's education. This plan outlines the standards expected of Eaton Primary School when communicating with parents and provides guidance on how to manage communication effectively.

To foster effective communication with parents, caregivers, and community members, Eaton Primary School uses a range of strategies and mediums to cater to the diverse needs and preferences of our school community. Respectful, open, and timely communication is at the heart of our parent-school relationships. By modelling respect, sharing information, and delivering consistent messages, staff can inspire children to grow, learn, and achieve their full potential.

Our first step: Staff Communication with Parents: To ensure quality communication with parents:

- "From the Principals Desk" will be put out when there is whole school notices or updates via Connect app
- Staff are expected to communicate at least once per week through Compass (email)

These emails have already started to go out, if you did not receive one by end of the school day Friday; then this means you either haven't given or updated your email address. If so please contact the office to enter your most recent details.



Communication Charter Continue:

- Offer scheduled opportunities to meet with parents, such as:

Term One: Parent-teacher interviews

Term Three: Open Night

- Provide updates on significant classroom activities, such as incursions, excursions, practicum teachers, or special events.
- Issue formal reports on student academic achievement at the end of each semester.
- Conduct formal meetings with students on Individual or Group Education Plans (discuss plan and review plan)
- Notify parents promptly regarding serious incidents or ongoing concerns related to their child.
- Respond to parent communications within 2-3 working days.

More information to come regarding these communication changes. We are looking forward to strengthening the partnerships between school and home.

Kind regards
Claire Nicol