Welcome to the 2016 School Year

I hope all of you are glad to be here! So to parents reading this, and for the girls too – my best wishes for a good year.

A particular welcome to our new students and their families. I hope that you soon feel part of the School Community.

There is a lot of information in this edition of the Behind the Green Gate. Please take the time to read all of the major sections, and skim through the rest, reading in detail the things which are relevant to you. Most importantly, SCEGGS is a community of people who look after each other. If you do have any questions at any time, please do not hesitate to ask any of us – we really do want you to feel part of our community and that we care that you get as much as you can out of a SCEGGS education.

Who’s Who at SCEGGS

Parents may be unsure of whom to contact if they have an issue, problem or concern. That is not an easy question to answer generally, because it does, of course, depend on what is the concern.

The Class Teacher or Form Teacher, is often the best first port of call. These teachers will know your daughter best and will always be willing to help.

In the Secondary School, the relevant Head of Department will be able to answer questions about courses of study, subject choices and issues concerning their teachers. A list of Heads of Department for 2016 can be found in the Supplement.

In the Primary School the Stage Co-ordinators, a list of which can be found in the Supplement, and Mr Paul McGrath (the Deputy Head of the Primary School) are always willing to help.

In the Secondary School, Year Co-ordinators for each of the different Years may be able to address concerns. A list of Year Co-ordinators and Form Teachers for 2016 can be found in the Supplement.

Finally, if your concern is serious or you feel that it is not being addressed adequately, please feel free to contact anyone from the senior staff:

- Deputy Head of School: Ms Holly Gyton
- Head of the Primary School: Ms Elizabeth Cumming
- Director of Curriculum: Mr Andrew Gallagher
- Director of Pastoral Care: Ms Sophie Kearns
- Head of Administration: Ms Rosemary Humphrey
- Director of ICT: Mr Ken Emleus
- Business Manager: Ms Kristy Ahearn

I am also happy to talk to any parent – on the telephone or in person. Please ring if you would like to discuss a matter or come in for an appointment.

SCEGGS Scholarships for 2017

A reminder for parents that applications for Year 7 Academic Scholarships and The Grace Newbery Scholarship close on Monday 8 February, 2016.

Applications for all other scholarships close on Friday 26 February, 2016.

Applications for Year 7 Academic Scholarships are being taken online. Applications for all other scholarships are downloadable from our website: http://www.sceggs.nsw.edu.au/enrolments/scholarships.
Communication Between Parents and SCEGGS

**Behind the Green Gate**

Stay in touch by reading our weekly newsletter, *Behind the Green Gate!* It is emailed every Thursday of the term to all subscribers and contains details about upcoming events and important day-to-day information. A public version is available on our website.

**Contacting Teaching Staff**

We encourage parents to contact the staff throughout the year if any questions arise. If you would like to discuss something with a member of staff, give them some important information about your daughter, ask a few questions or just talk through a concern with one of your daughter’s teachers – please give us a call on 9332 1133! Any urgent or important messages are also best handled by a phone call too (not emailed), as individual staff may not see your message in time – particularly if teaching or are involved in other activities such as excursions or camps at the time. The General Office staff members are able to direct such urgent messages to another appropriate member of staff on such occasions.

Parents may choose to communicate with the School via e-mail. All staff email addresses are available in Contact Us on the SCEGGS website. Click on this link for the full staff list.

Absence notes still require a parent/guardian signature and so a hard copy of all absence notes must be delivered to the General Office by the student within 7 days of the absence.

*Holly Gyton*
*Deputy Head*

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**Parent Information Evenings**

**Year 3 and Year 4:** Monday 8 February, 6.00pm-7.30pm  
**Year 5 and Year 6:** Monday 8 February, 7.30pm-9.00pm  
**Kindergarten-Year 2:** Wednesday 10 February, 6.00pm-7.30pm  

All Primary sessions will be held in classrooms  
- **Year 7:** Tuesday 9 February  
- **Year 9:** Thursday 11 February  
- **Year 11:** Tuesday 16 February  
- **Year 12:** Tuesday 23 February  
- **Year 10:** Tuesday 1 March  
- **Year 8:** Monday 7 March  

All Secondary sessions will be held in the Lecture Theatre beginning at 7.00pm

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**Food Allergy Awareness**

At SCEGGS we are concerned about the safety and well-being of all our students. Many of you will know someone who is affected by anaphylaxis, a life threatening allergic reaction. A food allergy is an immune system response to a normally harmless food protein that the body believes is harmful. When the individual eats food containing that protein, the immune system releases massive amounts of chemicals, triggering symptoms that can affect a person’s breathing, digestion, skin and/or heart. Nine foods cause 90% of food allergies. Peanuts are the leading cause of severe allergic reactions, followed by tree nuts, shellfish, fish, milk, eggs, wheat, sesame and soy.

There are girls at SCEGGS from Kindergarten to Year 12 with mild to severe food allergies. *The only way to manage a food allergy is avoidance.* Whilst the children with allergies are being taught to care for themselves at an age appropriate level, we also seek your support. To minimise the risk of exposure for these students we request that no nuts, peanut butter or other nut products are brought to the school site or other school activities. We also ask that you help us educate your daughter on the importance of not sharing food with others, washing hands after eating and calling out to an adult if she thinks her friend with allergies is sick.

We can never totally eliminate the risk of an anaphylaxis episode but we are all responsible for helping to lessen that risk. Thank you for your help in protecting those around us. To learn more about anaphylaxis and food allergies, go to www.allergyfacts.org.au and www.allergy.org.au.

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**P&F 2016 Events**

**Tuesday 2 February**  
*Parents’ and Friends’ Committee/General Meeting with Class Parents Briefing* – Auditorium, 6.30pm

**Thursday 18 February**  
*Years 9 and 10 ‘Father’/Daughter Breakfast* – SCEGGS Great Hall, 7.00am-8.30am

**Friday 26 February**  
*P & F Welcome Cocktail Party* – JFSATC Rooftop Terrace, 6.00pm

**Tuesday 8 March**  
*P & F Association Term I Meeting* – Auditorium, 7.30pm

**Friday 20 May**  
*Years 11 and 12 ‘Father’/Daughter Breakfast* – SCEGGS Great Hall, 7.00am-8.30am

**Friday 5 August**  
*Years 7 and 8 ‘Father’/Daughter Breakfast* – SCEGGS Great Hall, 7.00am-8.30am

**Friday 5 August**  
*Primary Discos* – SCEGGS Great Hall
From the Primary

Welcome back!
Welcome, everyone, to a new school year! I hope all our girls had a wonderful holiday break. A special welcome to all our new girls and their families; we hope you soon settle into life at SCEGGS but please do not hesitate to contact me if you have any questions at all. We look forward to seeing parents at the Parent Information Evenings to be held in the coming weeks, and also hope that you will join us at any of our Primary School Assemblies and Chapel Services.

Parent Information Evenings

Monday 8 February
Year 3 and Year 4, 6.00pm-7.30pm
Year 5 and Year 6, 7.30pm-9.00pm

Wednesday 10 February
Kindergarten-Year 2, 6.00pm-7.30pm

These evenings are for parents of girls from Kindergarten to Year 6. Parents will hear from their daughters’ teachers about aspects of the classroom programs, activities planned for the year and ways parents can assist their daughters at home. The sessions will be held in the girl’s nominated classrooms.

The Bourke Street entrance to the school closes each night at 6.00pm and we ask that parents enter the School from Forbes Street on these evenings.

These are important sessions, and I urge all parents to attend. The teachers and I look forward to seeing you soon.

Elizabeth Cumming
Head of Primary School

Pedestrian Safety

Forbes Street Entrance
Could STUDENTS assist by observing the following:

1. Students walking between Taylor Square and SCEGGS must walk along the eastern side of Forbes Street (OPPOSITE side of the road from SCEGGS) and use all pedestrian crossings.
2. Students must use THE SCEGGS SIDE of Forbes Street when walking between the School and William Street.
3. Students must ALWAYS use any pedestrian crossings where these are available. When using crossings, all students must stay on the crossing for its entirety from kerb to kerb and must not enter and exit the crossing at an angle. When using the crossing it is expected that students will observe any directions given, show thoughtful behaviour with regard to the general passage of traffic and cross swiftly, after having ensured it is safe to cross.
4. Exercise extreme care when crossing all roads. Be aware of oncoming traffic. Observe all traffic rules. Remember pedestrians do not have right of way. This is particularly important on busy streets near SCEGGS such as St Peter’s Street, St Peter’s Lane, Liverpool Street, Burton Street, Stanley Street and Clapton Place.
5. Running down the hill to William Street or up to Taylor Square is not permitted.
6. Students MUST NOT walk down any back streets, including Clapton Place, at any time.

Could PARENTS assist by observing the following:

7. Under NO circumstances attempt to drop your daughter off on the SCEGGS carpark side of the ‘Wombat’ crossing. This will create a dangerous situation as cars attempt to return into the stream of traffic approaching the crossing and also obscures the view of the ‘Wombat’ crossing.
8. Do not park your car in the ‘dropping off’ area in the morning to escort your daughter into school.
9. Please be aware that the area from the ‘Wombat’ crossing to the area just uphill from the Wilkinson Senior Study Centre is designated a ‘NO STANDING ZONE’ at specific times. Please do not attempt to park here; rather, we should be able to utilise it for the efficient dropping off of children from cars in an orderly manner. It is important to proceed as far down Forbes Street as possible in the ‘dropping off zone’ before your daughter alights. This will reduce the likelihood of traffic congestion near the ‘Wombat’ Crossing. Remember to take care when attempting to re-enter mainstream traffic.
10. If you are escorting your daughter to school please cross at the ‘Wombat’ crossing. Your support would be appreciated.

Bourke Street Entrance

Morning Drop Off
The Bourke Street entrance to the School opens at 7.30am each morning. Girls should not arrive at school before this time. On the rare occasion this should happen, girls are asked to use the Forbes Street entrance to the School, and to wait in the courtyard outside the School’s General Office until 7.30am when a teacher begins duty in the Primary Playground.

Afternoon Collection Procedure
To ensure the safety of the girls, and that the flow of traffic runs smoothly and efficiently for all those who collect girls from Bourke Street in the afternoons, please read the following carefully:

• The Primary girls, apart from Year 6, will be waiting with their teachers outside the southern end of the School, not outside the gates. Please drive up to where the girls are waiting. Year 6 will be waiting in Forbes Street.
• Please display with the sign distributed by the School your daughter’s name in the front windscreen of the car. This assists teachers enormously, and speeds up the collection process. All new girls will be given a sign in the first or second week. Parents who need replacement signs need only ask at the Primary Office.
• Please join the line of cars in Bourke Street – do not get out of your car. If the line is lengthy, you may have to drive around the block and rejoin the line.
• Do not park directly outside the School. This is a ‘No Parking’ zone between 2.30pm and 3.30pm. Parents cannot wait in parked cars outside the School – you will be booked! Parents in parked cars hold up the collection line. If you wish to be waiting at the gate to collect your daughter, you will need to park in one of the surrounding streets and walk to the School.
• Bourke Street is a busy public street - NEVER double park outside the School!
• Do not do U-turns outside the School, or use the entrance to the staff car park to make turns.
• Do not park across the road and expect Primary girls to cross the road to meet you.
• Nothing is more important than the safety of our girls and you will appreciate how important it is that all parents, grandparents and babysitters follow these guidelines. Thank you for your co-operation.

Parent-Teacher Afternoons

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<tr>
<th>Years 7-12</th>
<th>Term I</th>
<th>Term II</th>
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<tbody>
<tr>
<td>Year 11</td>
<td>Monday 14 March</td>
<td>Thursday 28 April</td>
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<td>Year 10</td>
<td>Tuesday 22 March</td>
<td>Year 9</td>
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<td>Year 7</td>
<td>Monday 4 April</td>
<td>Wednesday 4 May</td>
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<td>Year 12</td>
<td>Thursday 12 May</td>
<td>Year 8</td>
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Sessions will take place in the JFSATC from 3.30pm-6.30pm.
Before and After School Supervision

It is important that all parents are aware of the arrangements for the supervision of all Years K-12 students within the School before and after school hours. There are times of the day when no direct supervision is available before school and after school and we want to make sure that parents are aware of these times. It is also important that all girls are aware of the expectations of sensible, restrained behaviour in the School grounds both before and after school.

In the Morning

In the main, there is no access to the School grounds before 7.00am. There are a small number of special circumstances where this time may be varied slightly for a special event such as a school excursion, carnival, camp or a Secondary School sport training which may start at school at 6.45am. In the case of such an exception, all parents should ensure that they have sighted the member of staff specifically on duty for this circumstance before leaving their daughter at School.

There is no direct supervision of students in either the Primary School or Secondary School before 7.30am each morning. From 7.30am until the students go to class, there is supervision by staff in the Primary School playground. A member of staff is on duty in Bourke Street from 8.00am to 8.20am as well. There are other staff members present on site from 7.30am and they may move around both the Primary and Secondary School as they prepare for the day, but they are not on direct supervision duty.

When all girls arrive at School in the morning, they should either move directly to a pre-arranged commitment (such as a Music lesson or co-curricular activity), or wait quietly or work purposefully in a visible area of the School. For Primary students, this should be in the Primary School playground. Secondary School students should wait quietly in a visible area of the School such as the area around the lawn.

In the Afternoon

There is no formal supervision of students in the School grounds after school, except during the times of an organised School activity. Students should only remain in the School grounds after school if they:

- have an organised School activity, such as a co-curricular activity;
- are consulting with a member of staff;
- are working in the Secondary Library until 5.30pm (Years 7-12 only); or
- are working in Wilkinson Senior Study Centre until 5.00pm (Years 11-12 only).

When girls have finished one of the above activities, they should quietly depart from the School grounds if they are catching public transport home. If girls are waiting for parents in the late afternoon, they MUST remain INSIDE the School: in the courtyard near the General Office, inside the Diana Bowman Performing Arts gates or inside the Primary School gates. For their own safety it is essential that students are not instructed to wait outside in Forbes Street, St Peter’s Street or in Bourke Street. We really need the help of every parent in this regard to ensure the safety of our girls. It is really important that all parents ensure that they know where their daughters are and what time they are leaving the School.

Information Technology

SCEGGSnet

SCEGGSnet is our learning management system. All students may access this important website through the link in the online section of the School’s website or by going to sceggsnet.sceggs.nsw.edu.au. The website uses single sign-on technology and is accessed via the login button graphic on the front page.

Filtered and Logged Internet Access

All Internet access is filtered and all accesses to websites are logged. When a student is at school the ICT Department may, when requested to do so, review these logs to investigate an individual’s Internet browsing history. If a parent believes that an Internet site has been incorrectly restricted, via filtering, the student should ask her teacher or contact the ICT Helpdesk who will review the request.

SCEGGS Portal

The SCEGGS Portal allows parents to monitor and assist with the progress of their daughter’s education at SCEGGS. It helps strengthen communications between home and school and within the School Community. Both parents and students can login to their Portal accounts to view different types of information including: attendance records, copies of school reports, timetables, Sport and Music schedules, current school information, community contact details and twitter feeds for current Sport events and IT information. Class Contact Lists (listing those parents who have agreed to share at least one of their details, such as an email address) are also available to parents through the SCEGGS Portal.

The SCEGGS Portal can be accessed at https://portal.sceggs.nsw.edu.au or via the online page on the SCEGGS website. Parents with a daughter at SCEGGS in 2015 already have login credentials. New SCEGGS Parents should receive their credentials by email on the first day of the school year. If you have any queries, please contact Ms Angelique Cooper in the General Office on 9332 1133.

1:1 Computer Program

SCEGGS is continuing the 1:1 computer program in 2016. Every girl in Years 5 to 12 will have their own Tablet PC. Kindergarten, Year 1 and Year 2 have access to class sets of laptops, and class sets of iPads are also used regularly in Kindergarten and Year 1. The parent information sessions run during the first part of Term I will include information on the 1:1 program.

The girls will receive their Tablet PCs during the first weeks of school. Parents and girls will also be provided with important information about using and caring for the tablet, as well as other essential information, such as cyber safety, ergonomics and accessing the technical support services at School.

We look forward to the exciting opportunities this 1:1 Computer Program will create for teaching and learning at SCEGGS. More information about the program is also available by clicking here.

If you have any questions about the program at SCEGGS, please do not hesitate to contact me.

Ken Emeleus
Director of ICT

Use of the School Diary

It is important that students use their Diaries correctly and keep them in good order. As it now contains a Hymn section, each student will be required to take it to Assembly.

The Diary is regarded as one means of communication between staff and parents and there is space provided for written comments by parents and/or teachers. Parents are requested to sign or otherwise acknowledge any communication.
Absence from School

At SCEGGS we are committed to keeping parents informed about their daughter’s school attendance and to ensuring the safety of the students in our care. In an effort to improve upon our ability to meet these commitments we use a SMS system that notifies parents in the Primary and Secondary Schools if their daughter is absent from school and we have not been contacted by a parent to provide an explanation. We believe that this system also demonstrates our desire to more effectively communicate with parents and that it may serve as a reminder to parents about the importance of notifying the School by telephone, before 9.30am, when their daughter is absent for any reason.

The Mobile Number to Which Messages Will be Sent
SMS messages will be sent between 10.00am and midday to the mobile telephone linked to a student’s mother. Where a student lives with only one parent, or where we have no mobile number on file for the student’s mother, messages will be sent to the available mobile telephone number. Parents who prefer that any SMS messages be sent to a different number or to more than one of the numbers that we have on file please telephone 9332 1133.

Keeping Us Up-to-Date
This service means that it is even more important that parents tell us if their mobile telephone number changes. To make a change to the numbers we have on file parents should check and amend where necessary and return the Pupil Information Form given to all students on the first day of term.

The Originating Number for Any SMS Messages
SMS messages will be sent from 0427 687 127. Please do not send SMS messages to this number unless we ask you to do so. The telephone number 0427 687 127 will not accept voice calls. We suggest that parents add this number to their mobile telephone’s address book.

What the SMS Message Will Say
‘SCEGGS records show [student’s first name] of [year + class] is absent [date of absence] and you have not contacted us about this. If you are concerned, please phone us.’

What To Do if You Receive a Message
Parents receiving an SMS message notifying them that their daughter is absent should telephone the School if they are unaware that their daughter is absent or have any concerns about her welfare. As is usual practice a student should, upon returning to school, submit a note signed by a parent, to her Form Teacher explaining why she was absent. The Absence Note should be handed into the General or Primary Offices.

SMS Messages for Other Reasons
From time to time we may use this service to send SMS messages unrelated to attendance. Examples might include the unexpected cancellation of an event at very late notice or if a bus returning from an excursion is significantly delayed.

Students Driving To and From School and School Activities
Senior students are NOT permitted to drive other students to and from School, Sports training sessions or other co-curricular activities. Due to safety concerns, particularly those associated with inexperienced drivers, we strongly encourage all students to take public transport to School and use the Sports buses provided to and from sporting venues.

Senior students and parents would be keenly aware of the difficulties of extended parking during the day in the near vicinity of the School. While we would also discourage girls from driving themselves to and from School, all girls should be aware that they are not permitted to leave the School grounds under any circumstances in order to move a car due to parking restrictions.

Other Important Information About School Attendance Years K-12

1. Absence notes within 7 days: In accordance with the National Standards for Student Attendance Data Reporting, parents must send in a signed note for their daughter’s full day or partial absence (arriving late or leaving early) at school due to illness or other unforeseen events within 7 calendar days of the daughter’s absence, or the absence will be recorded in a category labelled ‘unexplained or unjustified absence’. After 7 days, a note must still be brought to school, but for our official records, for school reports and for records provided to Government agencies such as DEEWR and the Department of Human Services, the absence must remain categorised as unexplained/unjustified.

2. Years 7-12 Students hand notes directly to the General Office: In the Secondary School, students must hand in signed absence notes (for full day absences, partial absences or lateness) directly to the General Office. The note should include the student’s FULL NAME and FORM CLASS.

3. In the Primary School, students must hand absence notes directly to their Class Teacher, also within 7 calendar days of the absence occurring.

4. SCEGGS semester reports: SCEGGS reports provide the details of the different categories of absence. This includes:
   • any absences for which notes have been provided either before the absence occurred or within 7 calendar days after the absence as required
   • any absences where the student provided the note after more than 7 days
   • any absences where no note has been provided.

Students and parents are both able to view the details of the student’s personal absence summary for the current semester by logging into the SCEGGS Portal.

5. Permission for other leave: Wherever possible, leave for reasons other than illness should be sought well in advance from me. Please write to me at school, giving the reasons for the leave sought, with plenty of notice. Approval of such leave is completely at my discretion, and parents will be aware of my view about the importance of school attendance (and the legal requirement for all children under the age of 17 to attend school) except in the most extreme circumstances.

6. On very rare occasions, parents may also apply for Exemption from Attendance at School – where it has been ‘clearly demonstrated by the applicant that an exemption is in the student’s best interests in the short and long term and that alternatives to exemption have been considered’. Examples of situations where this might be appropriate include employment in the entertainment industry for a short period of time or participation in elite sporting programs for a short period of time. To apply for Exemption from Attendance at School at SCEGGS, please contact my secretary, Mrs Draper, for the appropriate form which must be submitted to me at least 14 days before the absence.

Jenny Allum

Dorothy Wilkinson Memorial Library

The Library is available to Secondary students at the following times:

<table>
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<th>Hours</th>
<th>Days</th>
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<tr>
<td>7.30am – 5.30pm</td>
<td>Monday to Wednesday</td>
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<tr>
<td>8.00am – 5.30pm</td>
<td>Thursday</td>
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<tr>
<td>8.00am – 4.30pm</td>
<td>Friday</td>
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Holly Gyton
Deputy Head
Internet Usage

Typically both at school and home your daughter now has access to a technology rich environment. Effective and appropriate use of the powerful tools within the IT sphere requires responsible behaviour to accompany use of the computer and its Internet link. Of real concern to me, however, are some instances where there is reported inappropriate use of the Internet by some students. I write to you to flag my concern, to outline the strategies which the School has put in place to ensure our students use available technologies to achieve suitable and productive outcomes and to suggest some ways in which you can assist your daughter to make effective use of the Internet within the home environment.

Important information and advice for students and parents about laws and other information relevant to the Internet can be found in the front section of the School Diary. Students in Years 7-12 and their parents are asked to sign the Internet and Network Users Agreement. This agreement clearly states our belief that students should be responsible for their own actions and goes on to outline the conditions under which access to the Internet and the School’s network is allowed. As a parent you are asked to sign the agreement to ensure that your daughter understands the agreement and to make you aware that use of the Internet and School’s network is conditional. If the agreement is not signed by both the parent and the student, students’ access to the Internet on all School computers will be blocked.

The School takes other measures to ensure that our students’ online experience is safe and appropriate. Block-lists are used so that our students do not access, intentionally or otherwise, inappropriate websites. Websites on the block-list are updated weekly and placed in categories that the School may choose to apply. At present the sites that are blocked fall into the following categories: ads, adult, aggressive, audio-visual, drugs, forums, gambling, hacking, kidstimewasting, porn, proxies, ringtones, violence, virusinfected and warez. We are able to (and do) block other unsuitable sites not included in these classifications.

Some students have been accessing the Internet using the login name and password belonging to another student. Students should treat their login password as an important personal credential and keep it confidential, as they would a PIN for a bank account. If a student suspects that someone else knows their password, she should immediately request that it be changed by visiting the IT Department. Students must necessarily assume responsibility for any use of a computer accessed via their login name and password.

The School takes these measures to help ensure that each student’s experience on the Internet is positive and productive but, unfortunately, it is not always possible to ensure that all students use this resource properly. In the past some students have posted, from home and from school, unacceptable material on the Internet. Students must understand that matters on the Internet are accessible to the entire world and that, as a result, care must be taken not to malign other people, or institutions. Any such activity can be subject to legal redress. Parents should be aware that it is not technically possible to monitor or control such activities from school computers or, of course, from home computers. Combating this type of activity requires persistent and continuing efforts on our part as well as by you, at home.

Because students’ access to the Internet is not confined to their time at school it is important that you participate in the partnership with the School in educating your daughters about the use of the Internet. The Australian Communication and Media Authority has published a number of useful articles and tips for parents and students. These can be found at: https://esafety.gov.au/education-resources/parent-resources. In particular, I strongly recommend that you read the other sections of the site at https://esafety.gov.au/ where you will find tips for children of different ages. Discussing these with your daughter and adopting some of the suggested strategies would be one practical way in which you could support the School in encouraging more appropriate Internet use.

The Internet can be a powerful and constructive technology that provides great educational benefits. Unfortunately, like many other technologies, the Internet has a negative side. Students need on-going education about Internet use and the dangers and pitfalls present. I encourage all parents to join with the School to ensure that the Internet continues to deliver positive educational and social outcomes for all.

Jenny Allum

Secondary Inter–House Swimming Carnival

Monday 8 February, 9.30am – 2.30pm
Drummoyne Swim Centre

Travel Arrangements
- All girls must come to school (8.15am) in correct sports uniform and travel on the buses to the carnival.
- Girls are to go to their Form room and wait for instructions to move to the buses. Form Teachers will travel on the bus with their class.
- The carnival will finish at 2.30pm. All girls will travel back to school on the buses unless a written permission note has been given to the Form Teacher. If parents are present at the carnival, students may be dismissed at the conclusion of the carnival, after consulting their Form Teacher.

Uniform
- Girls must wear correct sports uniform to and from the carnival. They may change into other decorative House attire once at the pool. No girl is to travel to or from school in any clothing other than correct sports uniform.
- A school hat, sunscreen, a school jumper or tracksuit must also be brought to the carnival.
- Girls are only permitted to swim in the School swimming costume and House swimming cap (available from the School Shop).

Lunch and refreshments
- There will be no canteen facilities available. All girls must bring enough food and drink for the day.

Parents and spectators
- There is an entry fee of $3.80 for parents and other spectators.
- Parents are advised to bring a fold-up chair.

General
- There are to be no iPods, Tablet PCs, magazines or chewing gum.
- Girls are to move to their allocated House area when they arrive at the pool.
- Attendance at the carnival is compulsory. Girls unable to participate on the day are required to submit an explanatory note to their Form Teacher.
- The most important contribution on the day is each girl’s support of her House.
- Girls must adhere to the pool rules – no running, pushing, bombing, unsafe or disruptive behaviour. The wading pool is out of bounds.

Wet Weather
- Be fully prepared for wet weather – bring umbrella and/or raincoat.
- In the case of extremely inclement weather a decision will be made at school on the morning of the carnival. All girls must be prepared for Day 6 lessons in the event the carnival does not proceed.

Please Note
- On the morning or afternoon of the Swimming Carnival, there will be NO Secondary co-curricular activities.
**Additional Information for Parents**

**Privacy Policy**
SCEGGS is committed to observing the Australian Privacy Principles.

To assist in complying with the Principles, SCEGGS is required to inform you of your rights in relation to the personal information held about you and its use. This information is contained in our Privacy Policy document located on the SCEGGS website: [http://www.sceggs.nsw.edu.au/about/about-sceggs/207](http://www.sceggs.nsw.edu.au/about/about-sceggs/207).

Here is our Collection Notice.

1. The School collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupils and to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of a school require that certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. The School may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. The School’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The School’s Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. As you may know, the School from time to time engages in fundraising activities and other community activities (such as the SCEGGS Old Girls’ Union, The Parents’ and Friends’ Association, SPAN and so forth). Information received from you may be used to invite you to various events, or to make an appeal for help and support from you. It may also be disclosed to organisations that assist in the School’s fundraising or other activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines. The School will obtain separate permissions from the pupil’s parent or guardian before publication if we would like to include photographs or other identifying material in promotional material for the School or otherwise make it available to the public, such as on the Internet.

12. We may include pupils’ and pupils’ parents’ contact details in a class list.

13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Should your personal details need updating, please contact the Office Manager so that the appropriate action can be taken. All information, whether stored on our computer network or in hard copy, is protected against unauthorised access and misuse. If you have an inquiry about your privacy rights in relation to SCEGGS, please contact Ms Kristy Ahearn (Business Manager) or Ms Rosemary Humphrey (Head of Administration) at the School.

From time to time, parents also may wish to take videos and/or photos of their own children participating in a range of different activities, such as sport activities or musical performances. We recognise that these images form an important part of the celebrations and achievements of each student within the family – and a significant record for the future. On occasions, these images may also include images of other children. We ask that all parents respect the privacy of all children in the School and ensure that any photographs, images and/or videos that do include other children are used for private use only, particularly when sharing such images online or through social media.

It is also important to note that some Inter-School competitions, such as the Archdale Debating competition, and some performance venues, such as the Seymour Centre, explicitly prohibit any photos or videos being taken during a competition or a performance.

**SCEGGS Fees Prepayment Plan**

The essential features of the plan are:

- you will be offered a 4% discount on tuition fees;
- the policy is restricted to the payment of at least two years’ fees in advance;
- the initial amount charged will be equal to the current fee schedule, with adjustments being made each subsequent year to reflect the fee increase which occurs.

Should you require more detailed information regarding this plan, please do not hesitate to contact the Business Manager.

**Student Accident Insurance – AON Plan**

In your and your daughter’s interests, the School requires your daughter to have personal accident insurance cover.

An amount of $25.50 (including GST) will be charged to your February fee account. Please contact the Business Manager should you require further information.

**Fees for 2016 - First Account Due**

The first fee account for 2016 was forwarded to all families at the end of Term IV, 2015. Parents are reminded this account is due on 10 February, 2016. Should you require a copy of your account please contact the Business Office on 9332 1133 or email accounts@sceggs.nsw.edu.au.
School Shop
Opening Hours
Monday to Friday
8.00am to 12.00pm
12.40pm to 3.30pm

A uniform price list is available on the SCEGGS website, please click on the link below:
Uniform Price List

If you have any queries regarding the Uniform or Clothing Pool please ring me during school hours.

Lost Property
Please ensure all clothing, footwear, books and stationery items are labelled. Please label with at least your daughter’s surname as first name only and initials make it hard to identify the owner.

Laundry markers are available from the School Shop.

Years K-6 Lost Property is located in bins outside the Primary School Office.

Years 7-12 Lost Property is located in the School Shop. If the item is named, the girls are notified by email. A gold coin donation is required when claiming the item. All donations are for Plan International sponsored children.

Lunch Boxes and Drink Bottles
Any lost lunch boxes and drink bottles are kept in bins just inside the School Shop entry. No notification is sent to the girls, so they should check the bins and there is no donation required to reclaim their items.

Sue Humphrey

Students Health, Medical and Emergency Information

All parents are reminded to provide the School with accurate and relevant medical information.

Given that medical circumstances may change, it is essential that our records reflect your daughter’s current health status.

Please contact your daughter’s Stage Co-ordinator (Primary) or Year Co-ordinator (Secondary) should the records require updating.

Parents of all new students, as well as Years 3, 7 and 11 students, have already been asked to record relevant health information on the Student Health, Medical and Emergency Information Form.

Parents’ and Friends’ Association

Happy new school year, and a big welcome to all parents, especially to those who have just joined SCEGGS in 2016. I hope that it will be great year for all girls, staff and parents.

The annual P&F Welcome Cocktail Party – a highly enjoyable, informal event for all SCEGGS parents, teachers and staff – is on Friday 26 February from 6.00pm to 8.00pm on the Joan Freeman Science, Art and Technology Centre Terrace. You will receive an invitation via email soon, but in the meantime please save the date! If you have any queries, contact Mrs Jane Sheumack, Mrs Rhonda O’Sullivan or me.

I would like to once again thank those who have volunteered as P&F Committee members and Class Parents for 2016 – you do an invaluable job.

For anyone who is interested, please feel free to come to the P&F Committee Meetings. The first of these for 2016 is tomorrow night, Tuesday 2 February from 6.00pm to 9.00pm and will include the briefing for Class Parents from 7.00pm.

I would also like to invite all parents to come along and listen to our Guest Speakers, who present at P&F Association General Meetings held once a term on a Tuesday. Meetings start at 7.30pm and finish by 9.00pm, with refreshments beforehand, and our guest speakers talk about issues affecting our girls and our community. The dates and topics of these meetings are advertised in the Behind the Green Gate and on the SCEGGS website, so keep an eye out for details. The Term I Meeting is on Tuesday 8 March.

On behalf of the P&F, I wish everyone a wonderful 2016.

Tiffany Hutton
President

Visual Arts

Welcome back. We have many exciting events planned for Visual Arts students this year and are looking forward to teaching your daughters.

Co-curricular Photography classes for Years 9 to 11 will commence in Week 3. Dark Room Photography runs with Mr Ian Lever on Tuesdays and Thursdays 3.10pm-4.45pm. Digital Photography, with Ms Ella Condon, runs on Wednesdays 3.10pm-4.45pm.

Permission notes and further information for Photography classes will be emailed to Visual Arts students. The classes are open to all students in Years 9 to 11, so any students who are not studying Visual Arts but are interested in the classes please email Ms Michaela Gleave and she will forward on a permission note. Class sizes are limited so first in with a signed permission note will secure a place.

We have two students, Annelies Crone and Rose Morgan (Class of 2015) in ARTEXPRESS at AGNSW (open 16 March-15 May) and hope that many of you can visit the gallery to see their work.

The Howard Tanner Award for drawing is open to Visual Arts students in Years 9 to 11. An exhibition of student drawing is held in November each year with the Howard Tanner Award for drawing being presented on Speech Night. We encourage all art students to draw for pleasure throughout the year and to collect drawings for our annual drawing show held in November.

Throughout the year exhibitions of student artwork will be held in JF1 so keep an eye on the Behind the Green Gate for announcements.

We look forward to a dynamic, exciting year ahead in the Visual Arts Department.

Katrina Collins
Head of Visual Arts
NSW Ministry of Health offers all school students free vaccinations recommended by the National Health and Medical Research Council (NHMRC). These vaccines are important and protect students through to adulthood.

In 2016, all Year 7 Students will be offered the vaccines listed below on the following dates:

- Diphtheria, Tetanus and Pertussis (whooping cough) vaccine - 1 booster dose. This dose was previously recommended at 15 years of age. Your child will only be offered this vaccine in Year 7.
- Varicella vaccine (chickenpox) - 1 dose. If your child has already had chickenpox disease or been vaccinated, they do not need this vaccine.
- Human papillomavirus (HPV) vaccine - a 3 dose course.
- A Catch Up Course will only be offered to Year 8 students who did not complete it in Year 7.

Consent Forms
Please read the information provided with the consent form to understand facts about the vaccines that will be offered and the diseases that these vaccines protect against before you sign the forms. Please note that the consent forms for Year 7 students will need parent/guardian signature for each vaccine requested. The nurses will not be able to vaccine your child if this is not done.

A Record of Vaccination will be provided to each student vaccinated after vaccination. Keep this vaccination record in a safe place, as they will be required for future work or travel.

Immunisation Records
Childhood vaccination records for children born after January 1996 can be checked by calling the Australian Immunisation Register on 1800 653 809.

If you have questions about the program at school please contact Ms Angeline Cooper on 9332 1133 or the Immunisation Unit, Public Health on 9382 8333.

(For translated material on the School Vaccination Program for parents/guardians, please go to the following website, but only fill out the English version: [http://health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx](http://health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx))

On the first day of term, all Year 7 students will receive consent forms for completion. Only return consent forms where you wish your daughter to receive vaccines.

Public Health Unit
South Eastern Sydney Local Health District

Debating Trials
Trials for competition team selection will commence in Week 2 from 3.15pm-5.15pm.

- Year 7: Tuesdays 9 and 16 February and Thursday 18 February, if required.
- Year 8: Wednesdays 10 and 17 February.
- Year 9: Friday 12 February and Monday 15 February
- Year 10: Thursdays 11 and 18 February.
- Year 11: Monday 15 February.

Margaret Schuitema
Debating Co-ordinator

SCEGGS Cafeteria
The Cafeteria menu embraces the principles of Dietary Guidelines for children and adolescents in Australia and the NSW Healthy School Canteen Strategy. The girls will have the option to purchase from the specials menu, sandwich bar, salad bar or the bakery.

The Cafeteria Menu for Term I is available on the SCEGGS Website in the Community section. Please click on the link below:

Cafeteria Menu

Opening times are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7.30am – 8.15am</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7.30am – 8.15am</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11.30am – 11.50am</td>
</tr>
<tr>
<td>Thursday</td>
<td>1.05pm – 1.45pm</td>
</tr>
<tr>
<td>Friday</td>
<td>11.20am – 11.40am</td>
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</tbody>
</table>

Orders can be placed before school and at morning tea. Orders are to be written on a paper bag stating student's name, class, and details of food and price. Correct money should be enclosed.

Also, Cafeteria orders can be placed by the Primary and Secondary Schools online through [www.flexischools.com.au](http://www.flexischools.com.au).

For further information, please refer to the Cafeteria Menu.

Cafeteria Specials - Week 2

**Monday 8 February**
(Secondary Swimming Carnival)
- Baked parmesan crust fish with tomato salsa (GF)
- Gnocchi in Boscaiola sauce
- Chicken Caesar salad

**Tuesday 9 February**
- Grilled chicken & cheese burger
- Yakitori vegetable stir fry with rice (GF)
- Greek salad

**Wednesday 10 February**
- Spaghetti marinara
- Vegetable & couscous stuffed capsicums with feta
- Crunchy chicken salad

**Thursday 11 February**
- Marinated Tandoori lamb wrap with taboulie
- Bean nachos with lite sour cream
- Caesar salad

**Friday 12 February**
- Beef ravioli in roasted tomato & herb sauce
- Spiced lentil, tofu & pumpkin curry
- Tuna Nicoise salad